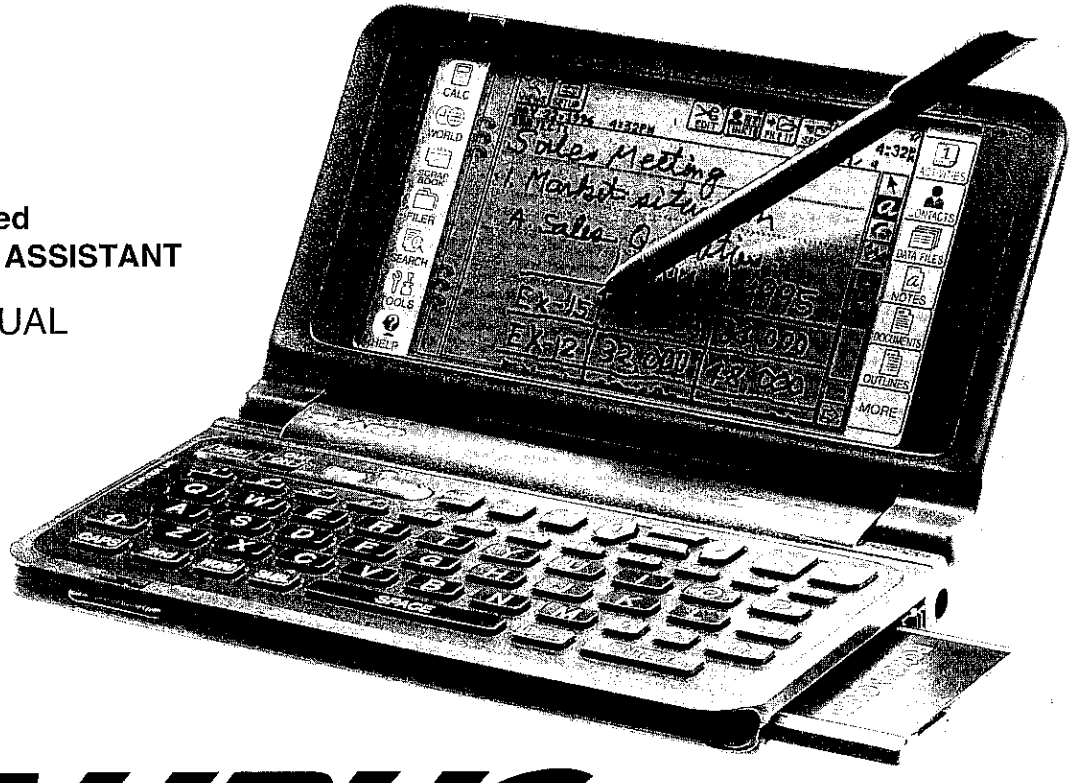
SHARP®

MODEL

ZR-5000

KEYBOARD enhanced
PERSONAL DIGITAL ASSISTANT

OPERATION MANUAL



ZAURUS

PCMCIA Card is not included.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

WARNING – FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules.
These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.
However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Note: A shielded interface cable is required to ensure compliance with FCC regulations for Class B certification.

ABOUT THE TELEPHONE CONSUMER PROTECTION ACT OF 1991

"The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission the following information:

(1) the date and time of transmission
(2) identification of either business, business entity or individual sending the message; and
(3) telephone number of either the sending machine, business, business entity or individual.

In order to program this information into your facsimile machine, please refer to the appropriate instructions in the operation manual."

FOR YOUR RECORDS....

For your assistance in reporting this product in case of loss or theft, please record the model number (located on the bottom of the unit) and serial number (located on the inside the battery compartment) below.
Please retain this information.

Model Number _____

Serial Number _____

Date of Purchase _____

Place of Purchase _____

Dear Loyal Customer:

First, thank you for purchasing the Zaurus K-PDA and welcome to the Zaurus family. We are sure you will soon find that your new assistant will change your life and the way you do business. We would briefly like to share with you our vision.

Your Zaurus exists today thanks to an incredible amount of effort and determination from our entire Zaurus team (not to mention numerous pots of black coffee). Our team at Sharp has a dream to change the way we all do business. As a business person, you already know that access to information and people anytime, anywhere is the key to gaining a competitive edge in this fast-paced information age. We feel Zaurus is the tool that can deliver this to you. It is simple to use, has months of battery life, and fits in your pocket.

How did we come up with the idea for Zaurus? Many of us found that we were lugging around notebook computers to take notes, generate summaries, and report back to our office and clients. We also found that we had a lot of "down time" that could be put to better use; sitting on trains and planes, waiting for clients, and even in meetings. Now that we are using the Zaurus, we travel lighter, work smarter, and stay more in touch with our contacts and each other. Best of all, we have very little "down time" as our "Zauri" are always with us. Now you know why we say that "Zaurus means business anytime, anywhere".

We need your help to spread the word. Show a friend or someone at work how you use your Zaurus and what it can do for them. As more and more people start using the Zaurus, we can spend even more resources on developing new accessories, add-on software programs, and new versions of the Zaurus. Better yet, if you have a mobile staff or sales force that you would like to equip with Zauri, give us a call at 800-BE-SHARP. We'll show you how you can improve their efficiency and productivity as well as enable them to better keep in touch with their clients and each other.

Finally, let us know how you feel about your Zaurus. We look forward to getting letters from our users about how you use it and improvements you would like to see. We cannot promise to answer every letter, but you can be sure we read all of the suggestions you send us. We value feedback from our customers and try to incorporate as many requests as we can in our new products. Each of us takes an incredible amount of personal pride in our work and the Zaurus. We are all Zaurus users. We believe this makes a difference in the products we create. After using the Zaurus, we think you'll agree.

Thanks again for purchasing the Zaurus and sharing our dream. We look forward to shaping the future of the information age with you.

Sincerely,

The Z Team

Notices

- For any electronic memory device, data may be lost or altered under certain circumstances. Sharp strongly recommends that you keep separate written records of all important data.
- Sharp assumes no responsibility for data lost or altered as a result of improper use, repairs, defects, battery replacement/failures or any other cause.
- Sharp assumes no responsibility, directly or indirectly, for financial losses or claims from third parties resulting from the use of this product and any of its functions, such as stolen credit card numbers, loss or alteration of stored data, etc.
- Information provided in this manual is subject to change without notice.

☞ The Zaurus will be referred to as the "unit" throughout this manual.

Check the contents

Please check the contents carefully. Your unit should come with the following:

- ZR-5000 Main Unit
- Touch pen (installed)
- Operating batteries: LR6(AA) x 2
- Memory backup battery (installed): CR2032 x 1
- ZR-5000 Operation Manual
- Registration Card

If there are problems with any of these contents, contact your Sharp dealer.

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Quick Start

This section should be read and all necessary operations performed before you start using your unit.

Important things to do

1. Complete and send in the registration card. This registers your purchase and allows us to notify you of new developments and products as they become available.

2. Read through this Quick Start section. It will quickly get you up and running. Refer to the rest of the manual for more details about particular operations.

3. If you have any particular questions about your unit, read through the list of commonly asked questions and answers. There is a good chance that any questions you have will be answered there.

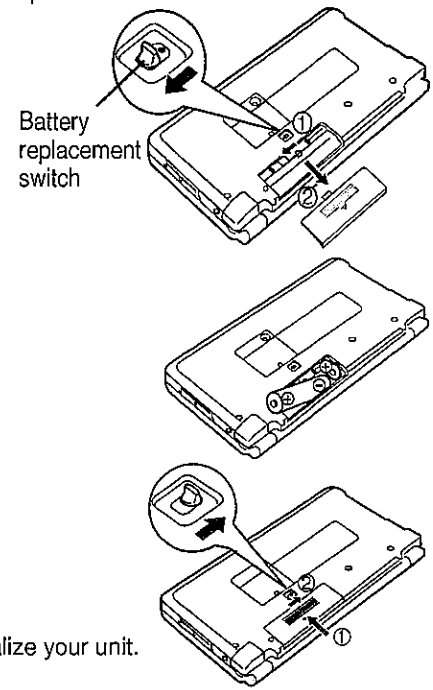
4. When you need help with any operation, touch at the left of the display. On-screen help is a topic-specific quick reference guide that explains features and their functions.

Installing the batteries

Before operation you will need to install the two operating batteries. The memory backup battery (CR2032) is installed at the factory and should last five years if operating batteries are replaced as required.

1. Set the battery replacement switch on the back to "REPLACE BATTERIES" (expose the red dot).
2. Slide the operating battery cover off.
3. Insert the two LR6(AA) operating batteries. Make sure the batteries are correctly aligned for polarity (+ and -).
4. Replace the operating battery cover.
5. Set the battery replacement switch to "NORMAL OPERATION".

   On average, you can expect to get about two months of battery life. Actual battery life will vary depending on individual use.



☞ If this is the first time you have installed batteries, you must also initialize your unit.

Initializing

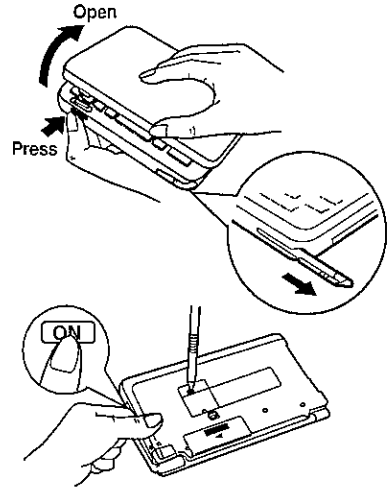
Your unit must be initialized the first time it is used.

1. Press the lock button and open the display.

2. Remove the touch pen.

3. While holding down the [ON] key, push the RESET button on the back with the touch pen.

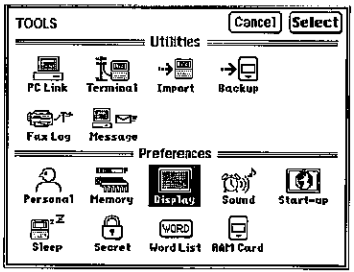
4. Touch [Yes] to initialize.
   After initialization, the Start-up display appears.



Adjust LCD contrast

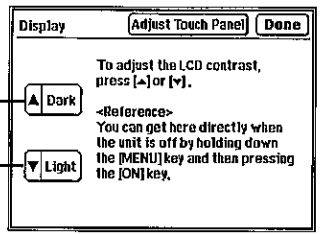
LCD contrast may sometimes need adjustment to suit certain lighting conditions.

1. Touch TOOLS at the left of the display.



2. Touch Display (under Preferences) twice.

3. To adjust LCD contrast, touch ▼Light or ▲Dark.


Display
Adjust Touch Panel
Done
To adjust the LCD contrast, press [▲] or [▼].
▲Dark
<Reference>
You can get here directly when the unit is off by holding down the [MENU] key and then pressing the [ON] key.
▼Light

4. When you are satisfied with the setting, touch **Done**.

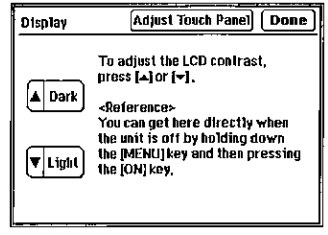
☞ If LCD contrast is too light or dark to see the display, you can adjust the contrast directly. Turn the unit off, hold down the MENU key and then press ON. Press ▲ and ▼ to adjust the contrast.

Adjusting the touch panel

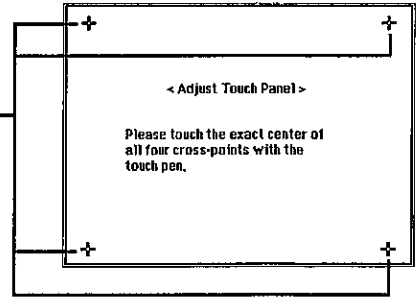
Each person holds a pen differently. The touch panel can be adjusted to respond correctly to your individual style of writing, drawing and selecting touch buttons.

1. Touch TOOLS.
2. Touch Display (under Preferences) twice.
3. Touch **Adjust Touch Panel**.

★ Press the **SPACE** key.


Display
Adjust Touch Panel
Done
To adjust the LCD contrast, press [▲] or [▼].
▲ Dark
<Reference>
You can get here directly when the unit is off by holding down the [MENU] key and then pressing the [ON] key.
▼ Light

4. Touch the exact center of all four cross-points with the touch pen.



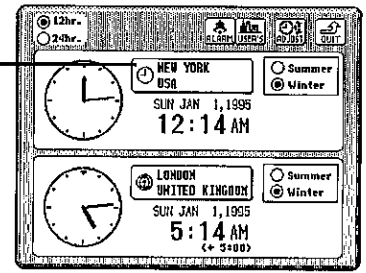
- As each cross-point is touched it will turn grey. When all four are touched, "Adjusted!" is displayed.
- If for some reason the adjustment fails, a "Sorry, please try again..." message is displayed. Touch the centers of all four cross-points again until "Adjusted!" is displayed

Setting the time and date

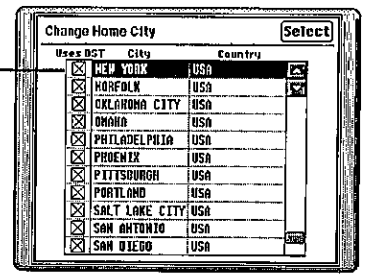
For time-based functions to be effective, the built-in clock must be set to the correct Home City time and date.

1. Touch WORLD at the left of the display.

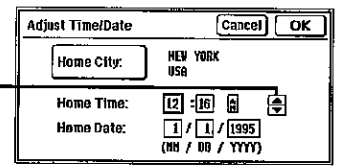
2. To select a different Home city, touch the Home City name.
   New York, USA is the default Home City.



3. Select your city (if available) or a city in your time zone and then touch **Select**.
   Use the scroll bars to see more cities.
   By default, all cities are set to observe daylight saving time (DST). If your city does not use DST, touch the check box to disable it.



4. Touch ADJUST to set the time and date for your Home City.
   Touch each time/date field box and then use ▲▼ to change the value.
   Alternately, you can enter the values from the keyboard.



5. When you are finished touch **OK**.

Setting the start-up display

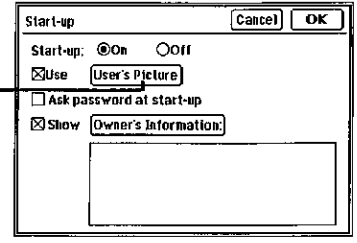
Each time the unit is turned on, it can display your name, telephone number and address on one of two graphic backgrounds.

1. Touch TOOLS and then touch Start-up twice.

2. Select the required setting in each field.
   Select User's Picture when you want to use your own original start-up picture.

   For details, see p. 84.

3. Touch **OK** to save your settings.



Making your first entry

Your first entry will be a Contacts entry. The procedures described below can be used with other applications.

To make a new Contact 1 entry:

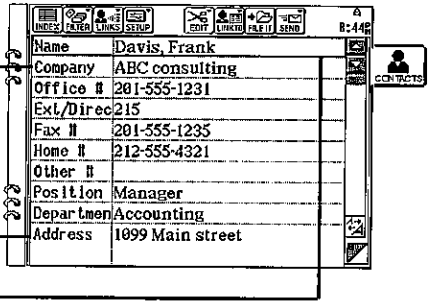
1. Touch [CONTACTS] at the right of the display.

2. Touch [EDIT] and select "**New Business**".
   "Business" is the default file name of Contact 1.

3. Enter a name.
   - Select the Company field and enter a company name.
   - Select the Address field and enter an address.

   Touch a field name to select the field for data entry.

   Dark outlines around a field indicate that it is selected.



4. When you complete the entry, press [ENTER] to save it.

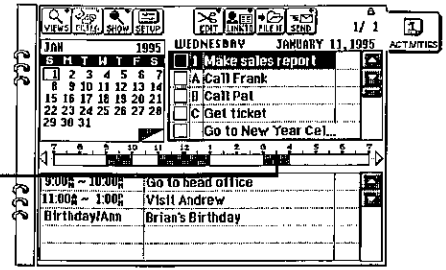
Entering an appointment

1. Touch at the right of the display.

   Touch again if the Day view has not been displayed.

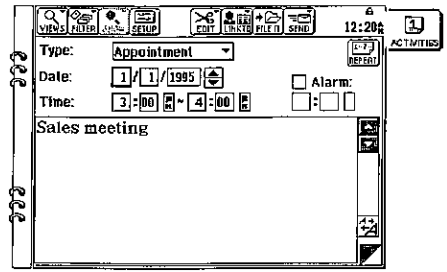
2. Touch and drag the pen across the start and end times of the appointment on the time bar.

   When you lift the pen, a new appointment will appear.



3. Touch the text box and enter a description.

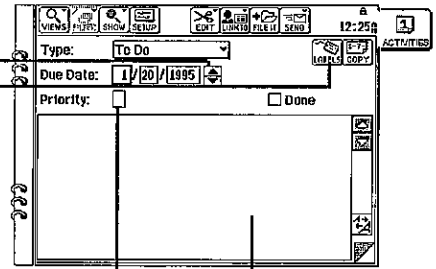
4. When you complete your entry, press ENTER .

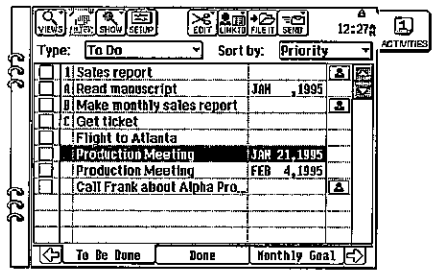


Entering a To Do item

To Do lets you organize tasks and objectives.

1. Touch ACTIVITIES at the right of the display.
2. Touch EDIT and select "**New To Do**".
3. Touch the date box and then use ▲▼ to select the due date (if the To Do item has one).
   You can assign up to five labels to a task, then later use these to filter the item in a To Do list.
4. Enter a priority level (number or letter) as required.
5. Move to the text box and enter a description.
6. When you complete your entry, press ENTER to save it.





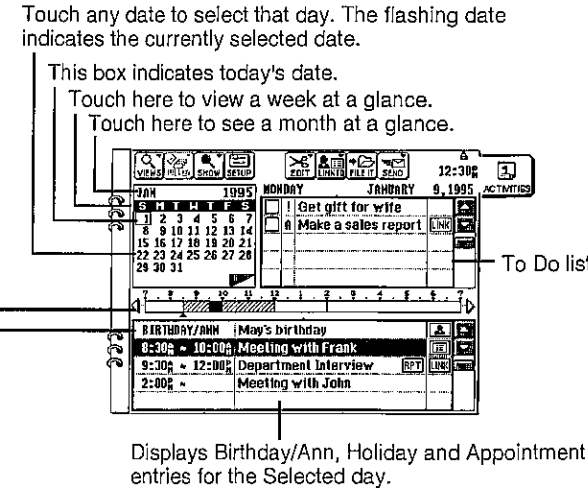
Using the Calendar Views

Activities has five different calendar views: Day (initial default view), Week, Weekly Graph, Month and Year. These calendar views can be used to show Appointment, Birthday/Ann, Holiday and To Do entries.

To use the calendar views:

1. Touch ACTIVITIES at the right of the display.
2. Touch VIEWS and, if necessary, select "Day" view.

   The time bar shows your appointments and free time.
3. Touch any entry twice to see details or mark changes.


Touch any date to select that day. The flashing date indicates the currently selected date.
This box indicates today's date.
Touch here to view a week at a glance.
Touch here to see a month at a glance.
To Do list
Displays Birthday/Ann, Holiday and Appointment entries for the Selected day.
VIEWS
SHOW
SETUP
EDIT
FILE IT
SEND
12:30p
ACTIVITIES
JAN 1995
MONDAY JANUARY 9, 1995
Get gift for wife
Make a sales report
LINK
BIRTHDAY/ANN May's birthday
8:30a ~ 10:00a Meeting with Frank
9:30a ~ 12:00p Department Interview
RPT
2:00p ~ Meeting with John

Taking notes

Notes is an electronic writing pad that lets you make handwritten notes during meetings and appointments.

1. Touch [NOTES] at the right of the display.

2. Touch [EDIT] and select "**New Note**".

3. Use the touch pen to make your Notes entry.

   The keyboard is deactivated when entering Notes.

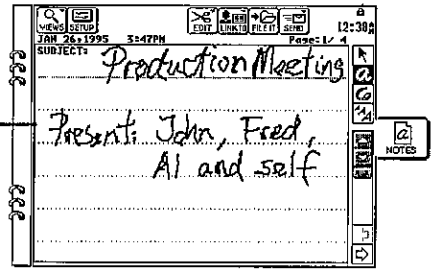
   Touch [2nd] **L** to unlock the keyboard.

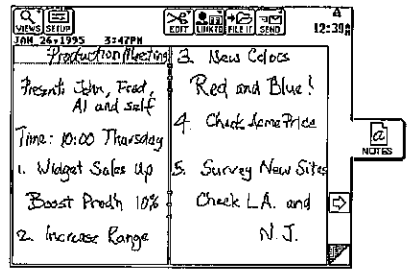
   The keyboard is automatically unlocked when you select another application.

4. When you complete your Notes entry, press [ENTER].

   To give your entry a text title, touch [EDIT] and select "**Topic Title**".

5. Touch [VIEWS] and select "**Review Notes**" for a two-page view.





Making a letter

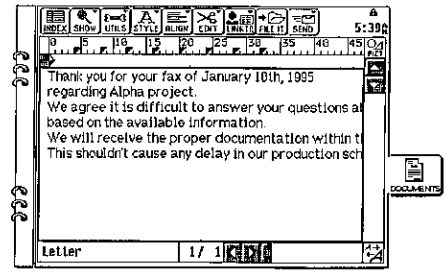
The "Make a Letter" feature converts an unformatted Documents entry into a professional looking business letter.

1. Touch DOCUMENTS at the right of the display.

   For details on making a Documents entry, see Documents on p. 163.

2. Select the entry you want to make into a letter, or create a new entry.

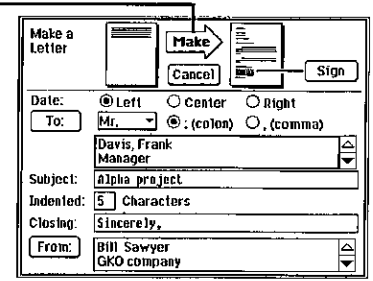
3. Touch UTILS and select "**Make a Letter**".
   - Touch To: to select a recipient.
   - Adjust other settings or simply accept the defaults.


Thank you for your fax of January 10th, 1995
regarding Alpha project.
We agree it is difficult to answer your questions a
based on the available information.
We will receive the proper documentation within t
This shouldn't cause any delay in our production sch
Letter
1/ 1
DOCUMENTS

☞ For details, see Make a Letter function on p. 175.

4. Touch Make and the Documents entry will be converted into a letter.

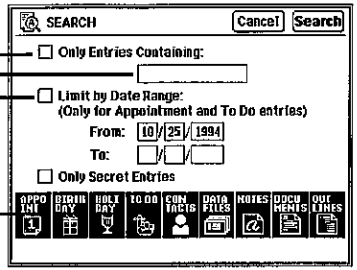
5. When you complete your letter, press ENTER to save it.

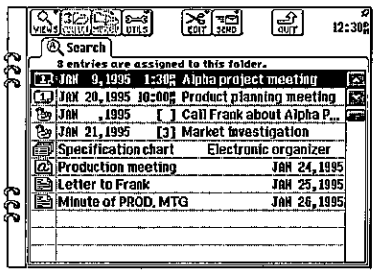


Searching for information

The search function lets you search for a keyword in the entries of selected applications.

1. Touch SEARCH at the left of the display.
2. Select "**Only Entries Containing**" and enter a keyword.
   Select "Limit by Date Range" as required.
3. Select the applications you want to search.
   All applications are selected for the search by default.
4. Touch **Search**.
   Matching entries are assigned temporarily to the Search folder in Filer.
5. Touch the entry you want to view twice.




12:30
Search
3 entries are assigned to this folder.
JAN 9,1995 1:30 Alpha project meeting
JAN 20,1995 10:00 Product planning meeting
JAN ,1995 [ ] Call Frank about Alpha P...
JAN 21,1995 [3] Market investigation
Specification chart Electronic organizer
Production meeting JAN 24,1995
Letter to Frank JAN 25,1995
Minute of PROD. MTG JAN 26,1995

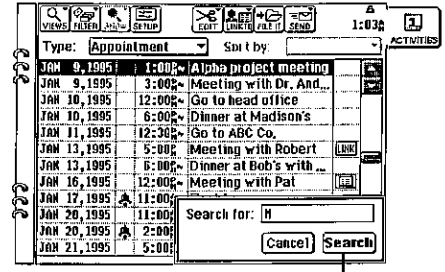
Finding an entry from the Index view

Keyword search lets you search for entries containing any word in Activities, Contacts, Data Files, Notes, Outlines and Documents.

1. Select the application and go to the Index View.

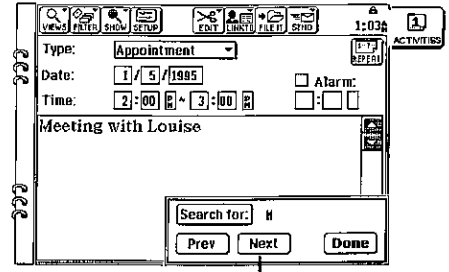
2. Enter the first few letters of the keyword (the word you are searching for) to begin the search. The Search for box automatically appears.

3. Touch **Search** to jump to the first entry that contains the keyword.


Type: Appointment
Sort by:
JAN 9,1995 1:00 Alpha project meeting
JAN 9,1995 3:00 Meeting with Dr. And...
JAN 10,1995 12:00 Go to head office
JAN 10,1995 6:00 Dinner at Madison's
JAN 11,1995 12:30 Go to ABC Co.
JAN 13,1995 5:00 Meeting with Robert
JAN 13,1995 6:00 Dinner at Bob's with...
JAN 16,1995 12:00 Meeting with Pat
JAN 17,1995 11:00
JAN 20,1995 11:00
JAN 20,1995 2:00
JAN 21,1995 5:00
Search for: M
Cancel
Search

4. Touch **Next** or **Prev** until you see the entry you are looking for.

   Touch **Done** to end the search.



Editing an entry

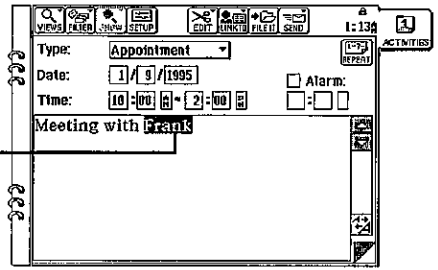
Entries can be edited quickly and easily.

1. Display the entry you wish to edit in Detail View.

2. Make any necessary changes.

   Use the scroll bars and cursor keys to move within the display, use [BS] and [DEL] to delete text, and make new entries from the keyboard.

   You can also drag the pen over text to select it, then cut the text and paste it elsewhere, or just delete it.



3. When you complete your changes, press [ENTER] to save them.

   If you want to save these changes as a new entry (and preserve the original) press [2nd] [ENTER].

Deleting entries

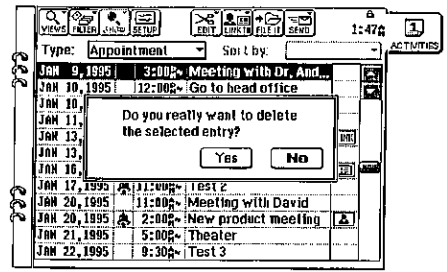
You can delete single entries or specific groups of entries.

To delete a single entry:

1. Select the entry that you wish to delete in Index View.
   ("Delete Note" in Notes; "Delete Document" in Documents; "Delete Outline" in Outline)

2. Touch [EDIT] and select "**Delete Entry**".

3. Touch [Yes] to confirm the deletion.
   Single entries can also be deleted by selecting the entry in Index View and pressing [DEL].



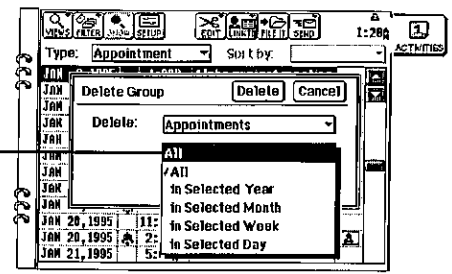
To delete multiple entries:

1. Select the application that you want to delete entries from.

2. Touch [EDIT] and select "**Delete Group**".
   Use the pop-up menus to select the group entries for deletion.

3. Touch [Delete].

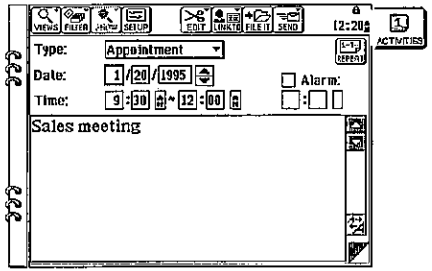
4. Touch [Yes] to confirm the deletion.



Assigning an entry to Filer folders

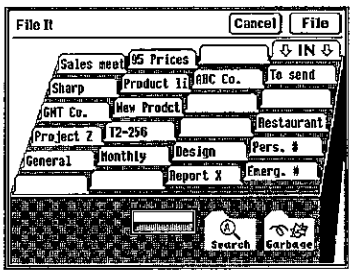
Filer allows you to group entries into folders. Filer entries are not copied or moved to the folder, they are just assigned to the folder.

1. Display the entry you wish to assign to a folder in Index or Detail View.



2. Touch FILE IT.

3. Touch the folder(s) you want to assign the entry to.
   - You can select multiple folders.
   - Touch once to select a folder.
     Touch again to cancel the selection.



4. Touch **File** when you finish selecting the folder(s).

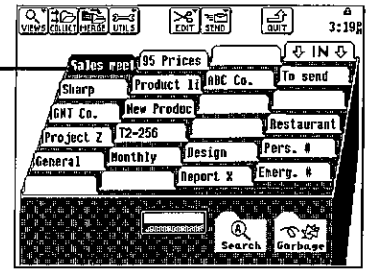
Using Filer

Filer allows you to manage information by subject instead of by entry type.
Filer entries can be accessed and changed from the original application.

1. Touch FILER at the left of the display.

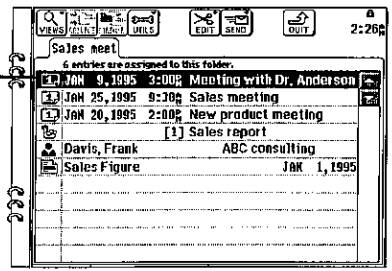
2. Touch a folder tab twice to view entries assigned to that folder.

   You can also select a folder tab and press ENTER to view entries.



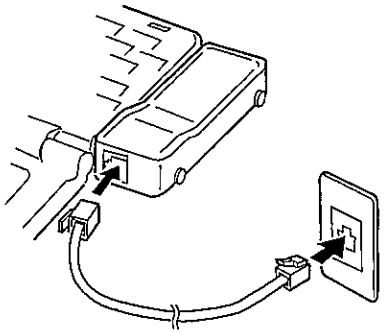
3. Touch an entry twice to examine it in Detail View.

   You can also select the entry and press ENTER to see it in Detail View.


Sales meet
6 entries are assigned to this folder.
JAN 9,1995 3:00P Meeting with Dr. Anderson
JAN 25,1995 9:30A Sales meeting
JAN 20,1995 2:00P New product meeting
[1] Sales report
Davis, Frank ABC consulting
Sales Figure JAN 1,1995

Sending a Fax

With the optional CE-FM4 Fax/Modem connected to your unit, you can fax Filer, Documents, Notes or Scrapbook entries to a remote facsimile machine.



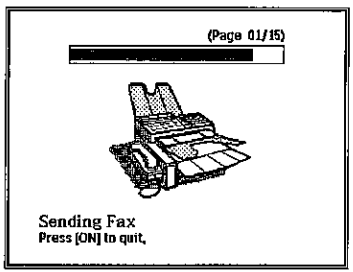
1. Connect your unit and the CE-FM4 Fax/Modem. Make sure the Fax/Modem is plugged into a wall jack.
   For details about connecting the CE-FM4, see the CE-FM4 manual.

2. Select a single entry or a Filer folder to be sent.

3. Touch [SEND] and select "**Fax**".

4. Touch [To:] and select a recipient from your Contacts file.

5. Touch [**Fax**].

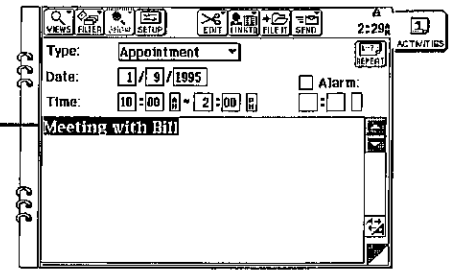


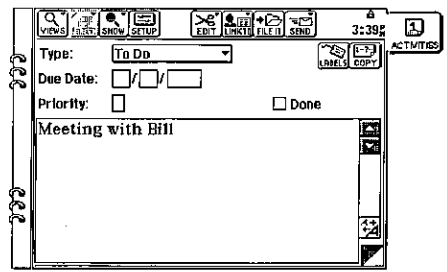
For details, see Faxes on p. 193.

Copying and pasting text

You can copy text from one place to another.

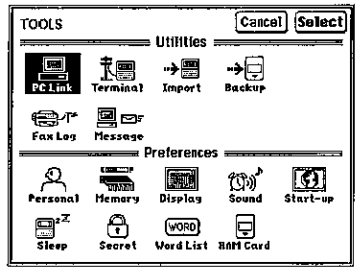
1. Display the entry you want to copy text from in Detail View.
2. Drag the touch pen over a word or sentence.
   The text will be displayed in reverse (white on black) to indicate it is selected.
   To cancel the selection, touch the highlighted text again.
3. Touch EDIT and select "**Copy**".
4. Display the entry you want to add the text to in Detail View.
5. Touch the required place of insertion.
   (In Scrapbook, use the area tool ⬚ to select an area to paste into.)
6. Touch EDIT and select "**Paste**".





Tools

Tools provides a range of utilities that let you customize your unit to your personal taste. Tools is also used to set up communications and peripheral operations.



PC Link — Exchange data with a personal computer.

Terminal — Transfer data with a remote computer via a modem and phone line.

Import — Use PC Link for the Sharp Electronic Organizer. (5000/7000/8000 and YO-600 series)

Backup — Make a backup copy of main memory onto a memory card.

Fax Log — Check the status of sent faxes.

Message — Send/receive messages (email) to a remote computer.

Personal — Enter your name, etc. and set your password and signature.

Memory — Check the amount of storage memory available.

Display — Adjust the screen contrast and calibrate the touch panel.

Sound — Turn key and alarm sounds on and off.

Start-up — Set the start-up display.

Sleep — Set the sleep delay.

Secret — Show/hide secret entries.

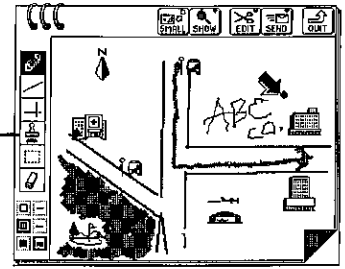
Word List — Stores commonly used words or phrases.

RAM Card — Select the data source for applications.

Drawing Pictures

Scrapbook lets you make quick handwritten notes, drawings and maps directly on the display.

1. Touch SCRAP BOOK at the left of the display.
2. Touch EDIT and select "**New Entry**".
   You can also just start drawing.
3. Write whatever you like directly on the display with the touch pen.
   You can also use the stamp function.
4. Press ENTER when you are finished drawing.

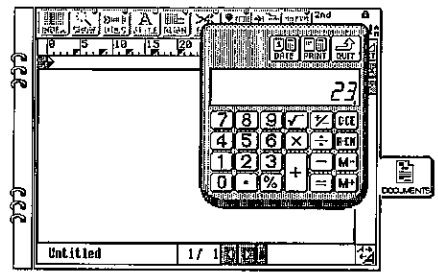


☞ A similar drawing capability is available in Documents and the picture fields of Contacts and Data Files.

Using the Calculator

Calculator works as a standard 10-digit calculator.

1. Touch CALC at the left of the display.
2. Enter calculations by touching the key pad.
3. Touch QUIT when finished.



Commonly asked Questions & Answers

Q: I currently also own a Sharp Wizard and would like to move my information from my Sharp Wizard to the ZR-5000. How can I do it?

A: If you own an OZ-9000/6500 series Wizard you can use wireless infrared transfer to move the information over:

- Line up the two units so the infrared ports are facing each other.
- Press **[GET]** on the ZR-5000.
- On the Wizard, select the application (e.g. Schedule) and select "VIA INFRARED PORT" in SET UNIT TO UNIT PATH from the Global setting, then select "SEND ALL IN THIS MODE (FILE)" in UNIT TO UNIT TRANSFER.
- Repeat for each application you want to transfer.

(See p. 214 for detailes.)

If you own an OZ-8000/7000 series Wizard or YO-600/ZQ-5000 series Electronic Organizer you can get information using PC/Macintosh link software kits (OZ-791/792/793/890/892/893/895).

PC/Macintosh Link instructions:

- Transfer the data from the OZ-8000/7000, YO-600/ZQ-5000 series to the PC or Macintosh using the above software.
- Connect your cable to the PC and the ZR-5000
- Put your ZR-5000 into a special import mode by touching **TOOLS**, and selecting **IMPORT**.
- Select the PC/Macintosh Link command to "Send data" to your Wizard.
  The ZR-5000 will "pretend" to be a Wizard for purposes of receiving the information.
- When finished, disconnect the ZR-5000 and press ON to cancel PC-Link mode.

(See p. 218 for detailes.)

Q: What does PCMCIA mean? Can I use any PCMCIA card I find on the market on my ZR-5000?

A: PCMCIA is an industry standard card format. The acronym PCMCIA stands for Personal Computer Memory Card Industry Association. Many popular PCMCIA cards available on the market are compatible with your ZR-5000. Check with your Sharp dealer for more information, or call our automated fax-on-demand service **(612-397-8601)** to obtain a complete and up-to-date list of ZR-5000 compatible PCMCIA cards.

Warning

Use only recommended PCMCIA cards. Attempt to use cards that are not recommended may result in damage to the main unit and/or data loss.

Memory cards:

In general, you will find that you can use most SRAM memory cards and Flash Memory cards. You can use SRAM cards for additional memory storage (for the built-in application's data) or for making a single complete backup of that data. In addition, you can load add-on software programs onto a memory card. Flash Memory cards can be used to store multiple archives of the built-in application data (for backup purposes) as well as for loading add-on software programs. Flash Memory cards are good for backups because you can make multiple backups (space permitting) and they are more reliable than SRAM cards (they require no backup battery).

Communication cards, etc.:

Sharp has built-in a number of drivers for many of the input/output cards. Note that certain high power cards require that you use the EA-23E AC adaptor in conjunction with these cards. Other cards (like pager cards) require an add-on software program to be loaded onto the ZR-5000. Check with the manufacturer of these cards regarding power requirements.

Q: I am using the CE-FM4 attachable Fax/ modem for my ZR-5000. Exactly where can I fax from?

A: You can use virtually any standard analog phone line. This includes a jack on:

- The wall of your home or office
- New public pay phones found at hotels, airports, convention centers, etc.
- Many hotel room phones (commonly labeled "Data jack")
- GTE and AT&T air phones found on many commercial jets.

Just plug the included RJ-11 phone cable into the CE-FM4 modem and the phone jack.
Note that you cannot use this device with digital phone lines. Digital phone lines are likely to be found at your office, typically when you have a PBX system installed.
The basic rule to follow is that if you can use a standard fax machine on the phone line, then it is analog and can be used with the ZR-5000/CE-FM4. Check with the proper facilities personnel in your company to be sure.

Q: My batteries only lasted about 2 months. Is this normal? How long should I expect them to last?

A: There is probably nothing wrong with your unit. Battery life will vary from user to user. A number of factors will affect battery life, including how much the unit is used. The battery life is rated at 60 hours of continuous use. Assuming an average of one hour per day of continuous use, you would get about 2 months of battery life. You can also use the optional EA-23E AC Adaptor.

Q: How do I add software to my ZR-5000 to expand its capabilities?

A: In general, ZR-5000 Add-on Software (such as AT&T EasyLink) come on computer floppy disks (PC and Macintosh formats). You will need a computer, of course, and either the ZR-5000 PC-Link cable (see registration card special offer) or the CE-IR4 infrared adaptor. Note that if you own either the cable or infrared adaptor for one of Sharp's various Wizards, it will also work.

To download an Add-on Software program simply start the installer program included on the computer floppy disk. Follow the on screen instructions to install the software. Once installed, you can access any Add-on Software program by simply tapping on MORE and then tapping on the program icon in the MORE screen. Note that these Add-on Software programs can be downloaded to the unit's internal memory or onto an optional PCMCIA memory card.

Q: How do I backup my important information?

A: It is important to always have a back-up of your important electronic information. Here are some ways to do this:

- You can print out a hard copy using the Sharp CE-IR1 infrared adaptor for printing. You will also need a PC compatible printer (see page 190 for details).
- You can backup your entire unit using either a PCMCIA SRAM Memory card or a PCMCIA Flash Memory card. Flash Memory cards (space permitting) can hold multiple back-ups and require no battery backup system. In both cases, be sure the capacity of the card can handle the roughly 800 Kb of user storage on the ZR-5000 (i.e. use 1Mb cards or higher).

- You can use an MS Windows or Macintosh data transfer utility program to back-up your data onto either a hard drive or a floppy disk. See the enclosed registration card for details about the free ($6.95 S&H) utility software offer from Sharp as well as details about a transfer cable offer.

  MS Windows is a registered trademark of Microsoft Corporation.
  Macintosh is a registered trademark of Apple Computer, Inc.

Q: How do I exchange information with my personal computer? For example, can I take telephone numbers I already have in another software program and load them into my ZR-5000? Can I take letters I have written on my ZR-5000 and send them to my favorite word processing program?

A: Sharp offers both MS Windows and Macintosh transfer utility software that allows you to easily exchange information with your personal computer. This software can convert your ZR-5000 information into computer formats that many popular software programs can read. In addition, you can save information from your favorite software programs using one of these formats and then transfer the information to the ZR-5000 using this utility software. Formats supported include:

.RTF (Rich Text Format), which many word processors support (e.g. MS Word).
.TXT (text), which almost all text-oriented programs support.
.CSV (Comma Separated Values), which many databases, PIMs, etc. support.
Note: CSV is for multi-field/multi-record information. This utility software also allows you to "map" the fields to fit almost any program that supports .CSV formats.
.BMP/PICT, which is used by many programs to exchange graphics files.

You can, of course, also use this software to back-up your information to your personal computer.

To get this software for just $6.95 S&H, see the enclosed Registration Card for details.

Q: I can't seem to turn my unit on. I changed the batteries but still nothing happens. What should I do?

A: Check the following before sending the ZR-5000 in for service:

Check that the battery replacement switch on the back of the unit is in the "NORMAL OPERATION" position. If the switch is in the "REPLACE BATTERIES" position, the unit cannot be turned on. Check or replace the operating batteries, even if you have just replaced the batteries. It is possible that the batteries were not fresh when you purchased them.
Press the RESET switch. If the unit has been dropped, for example, it may have to be reset. This will not delete your data. If for any reason data is missing after resetting the unit, it was lost before you pressed the RESET switch, which simply re-starts the unit.

If none of the procedures above help, you should send the unit to a service center. Call 800-BE-SHARP for the nearest service center. Give the service center a call and ask for more information about getting your ZR-5000 repaired.

Q: Why should I send in the registration card?

A: This is your way of registering your product with Sharp, and allows us to keep you informed about new products and software available for your unit. It also gives us valuable information about our users so that we can design products that continue to meet your needs. Sharp never sells its customer list, so registering your unit will not result in you receiving loads of new junk mail from other companies.

Q: I would like to use the Filer feature but I am afraid of using up memory. How does the Filer work? Does it make a copy of each entry?

A: When you assign an entry to a folder in the Filer, it uses only a negligible amount of extra memory. The unit doesn't actually make a copy of the entry, it simply assigns the entry to a folder. Entries are still stored in each individual application (Contacts, Documents, etc.). The Filer is a great way to organize your information and there is no reason not to use it.

Q: What is the Outlines application? Why would I want to use it sometimes instead of Documents?

A: The Outlines application allows you to group and categorize information using a hierarchical structure. Everyone has a lot of small but important pieces of information that have to be memorized or kept track of in a written record; for example, important personal information such as Social Security number, credit card numbers, various ID numbers, account numbers, clothing sizes, etc. Using the unit, you could make a number of Documents entries for each piece of information, but a better way to manage the information would be to make a single Outlines file called "Personal information".
This file could then contain a number of headings (such as Car info., Travel info., Health info., Financial info., etc.), under which relevant pieces of information could be stored. This makes it easier to access information and prevents your unit from becoming cluttered with hundreds of individual entries.
Additional Outlines files could also be made, including a favorite movies list, project management file, price lists, product line-up and specification files, business plans, product proposals, and meeting notes.
Many types of information can be more easily and efficiently managed in an Outline structure.

Another use of Outlines is document preparation. Many times you might want to write a memo, letter, proposal, marketing plan, etc., but find it difficult to write an entire document from scratch. Outlines allows you to capture your thoughts and ideas, then rearrange and categorize them at any time. You can also copy an Outlines file and paste it into Documents to finish the document there, adding text to the major topics.

What ZAURUS Can Do

The ZR-5000 is a full-featured, pocket-size digital assistant with an easy-to-use graphical user interface ("GUI"), a large, easy-to-read screen, and handy "touch pen" operation. ZR-5000 also has a fax sending capability and an infrared port for wireless communication with other units, printers, and computers.

- You can use a PCMCIA Card.
- Using optional Zaurus mail software, you can send or get Messages.
- Notes lets you create hand-written notes and sketches.
- In Contacts/Data Files, the Link function provides convenient linked access to related information in other applications.
- You can add Add-on Software to the unit by downloading programs.

☞ For available PCMCIA Cards/Add-on Software, contact your nearest Sharp dealer.

About this Manual

This manual is designed to help you quickly learn and understand the capabilities and operation of your unit.

Chapters

The chapters are organized by task type so you can focus your attention on the features that meet your needs.

Quick Start

Shows you how to quickly set up and use the essential features of your unit. It also provides a discussion of commonly asked questions and answers.

Getting Started

Introduces part names and functions, and GUI features.

Desk Accessories:

Explains the desk accessories: Calculator; World Clock: Scrapbook; Filer; Search; Tools; and Help. These are located at the left of the display, and can be selected whenever they are needed.

General Operations:

Introduces operations that are common to all of the built-in applications. These operations are accessed through the tool bar at the top of the display and change to suit the application.

Time Management:

Explores Activities operations: Appointment; Birthday/Ann; Holiday; To Do; and the calendar views. Activities helps you manage your time and keep track of important events.

Databases:

An introduction to Contacts and Data Files, personal databases which store information such as addresses and phone numbers, but can also be configured to manage other types of information.

Writing and Letters:

Shows you how to manage handwritten notes and create professional looking documents using the Notes and Documents features. Also explains how to use the Outline feature.

Optional Accessories:

Introduces peripheral operations including: printing; data transfer with other units; sending faxes; data exchange with personal computers; optional Add-on Software programs; and PCMCIA Cards.

Appendices

A. Key Notations
B. ASCII Control Codes
C. Reset
D. Troubleshooting
E. Battery Replacement
F. Specifications

Conventions used

The following keyboard and symbol conventions are used in this manual:

- **ACTIVITIES, CALC, SEARCH, ON, MENU, ENTER Done, Cancel** and other bold notations indicate buttons on the display that are touched with the touch pen, or keys on the keyboard that are pressed with a finger.
- Letters and numbers to be entered in examples are shown in italics, for example *"Lunch at 12:00"* indicates that "Lunch at 12:00" should be entered from the keyboard.
- Activities, Notes, Filer, Search and similar notations written with initial capitals are names of applications and accessories. If the associated touch buttons on the display are to be touched as part of a procedure, they will be written in bold uppercase, for example: touch **ACTIVITIES**, touch **NOTES** or touch **SEARCH**.
- Some keys have other functions that are accessed by pressing the key in combination with the ⇧ (Shift) or **2nd** key. For example: pressing ⇧ and also pressing the Return (↵) key inputs a tab.
- For a full list of key notations, see Appendix A.

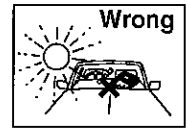
☞ Indicates a tip or important point.

★ Indicates alternative methods. There is often more than one way that you can perform an operation.

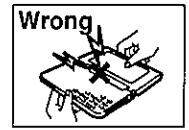
Caring for your unit

This unit contains sophisticated circuitry and a glass display panel which can be damaged if not cared for properly. The following precautions should ensure your unit gives you many years of reliable use.

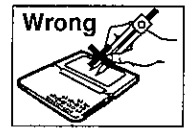
- Keep your unit away from extreme heat. Do not leave it on the dashboard of a car or near a heater. Do not leave it in any place that is extremely damp or dusty.



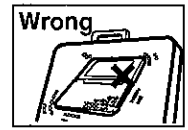
- Do not drop your unit or subject it to severe impact. Bending the body can damage the circuitry. Do not use extreme force when pressing the display or keys.



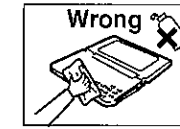
- Do not use sharp, pointed objects or your fingernails to touch the display screen. We recommend you use only the supplied touch pen to touch or write on the screen.



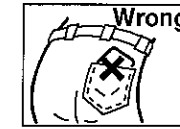
- Hard, sharp objects can scratch your unit, so ensure it is closed and/or protected when carried with other objects.



- Do not use solvents to clean your unit. Use only a soft, dry cloth.



- Do not carry your unit in your back pocket as it may break when you sit down. The display is made of glass and is particularly fragile.



- Replace the batteries as soon as they become weak. Failing to replace weak batteries may result in lost data or damage from battery leaks.

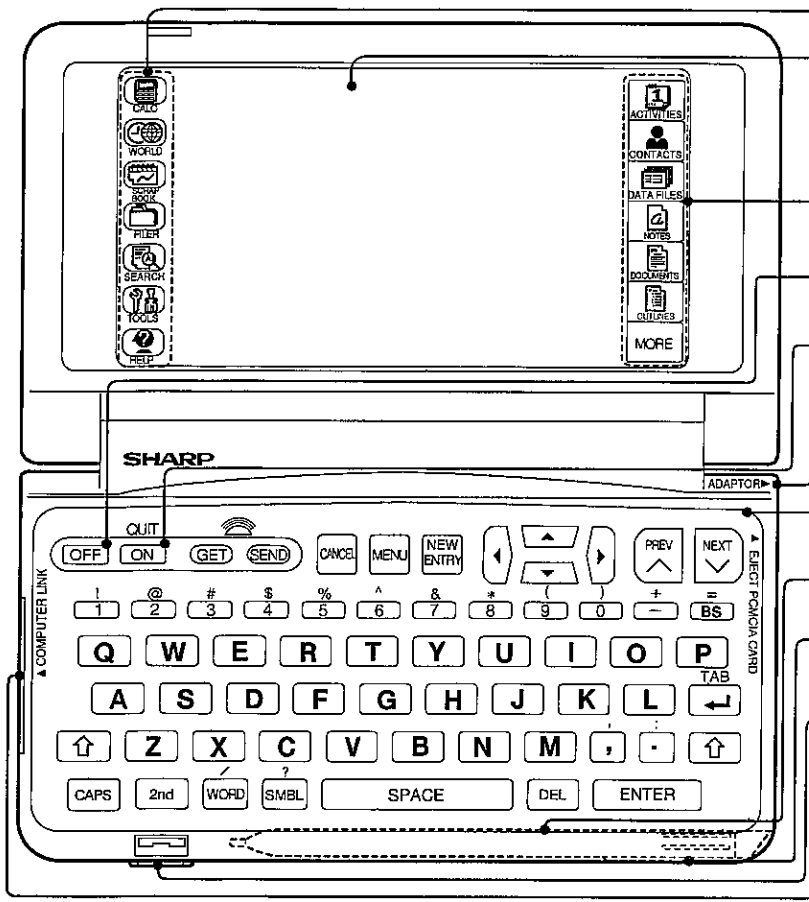
CHAPTER 1
Getting Started

A major feature of the unit is its graphical user interface (GUI) which makes operation easy to understand through a combination of graphic images and text. The GUI is easy to use and provides a great deal of versatility. Operations can be entered using the touch pen on the display, pressing keys on the keyboard, or a combination of both.

Before Use

Before using your unit, the following operations are required. If you have not performed these operations, read the Quick Start section.

1. Battery installation ... see "Installing the batteries" on page 10.
2. Initializing ... see "Initializing" on page 11.
3. Adjusting the LCD contrast ... see "Adjust LCD contrast" on page 12.
4. Adjusting the touch panel ... see "Adjusting the touch panel" on page 13.
5. Setting the World Clock ... see "Setting the time and date" on page 14.



Accessory buttons
Touch to select the accessory.

Display
Shows information and also functions as a "touch panel" for selecting operations, data entry, etc.

Application buttons
Touch to select the application.

OFF key
Press to turn the unit off.

ON key
Press to turn the unit on.

ADAPTOR
Connector for the optional EA-23E AC Adaptor.

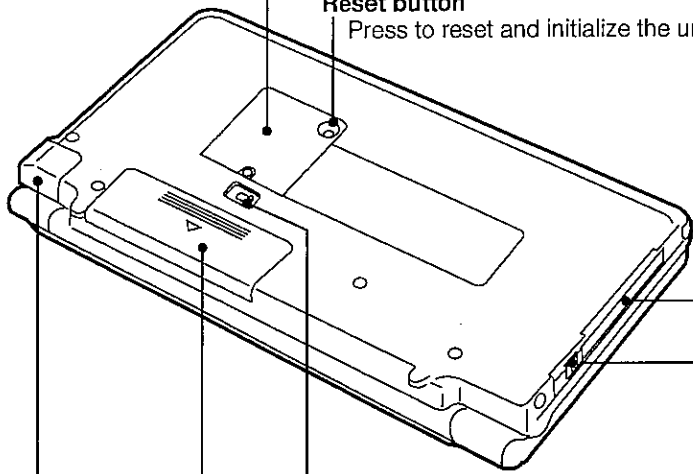
Keyboard
For entry of characters and commands.

Touch pen holder
Holds the touch pen when not in use.

Touch pen
Selects touch buttons and writes on the touch panel.

Lock button
Press to open the unit.

Computer Link
A 15-pin connector for the optional CE-FM4 Fax/Modem, CE-315L Data Transfer Cable, or CE-137T Level Converter for other fax/modem connections, computer links, etc.



Memory back-up battery compartment
Holds memory back-up battery: CR2032 x 1

Reset button
Press to reset and initialize the unit.

PCMCIA Card slot
For inserting a PCMCIA Card.

PCMCIA Card lock switch
Locks a PCMCIA Card into the card slot. Unlock and press to eject a PCMCIA Card.

Battery replacement switch
Allows access to the battery compartment.

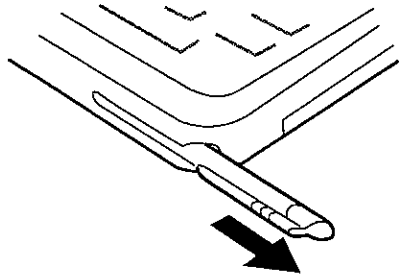
Operating battery compartment
Holds operating batteries: LR6(AA) x 2

Infrared port
For wireless infrared communications with other units (including ZR-5000, OZ-9000 and OZ-6500 series) and optional Wireless Interfaces CE-IR1/IR4.

☞ • The unit will not operate if the battery replacement switch is in the "REPLACE BATTERIES" position.

Touch pen

The touch pen is stored at the right front of the keyboard.



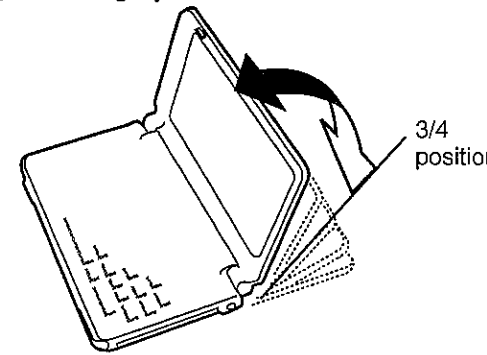
To remove the touch pen, pull it in the direction shown by the arrow.
To replace the touch pen, push the pen back into place (in the opposite direction to the arrow).
Check the ridge grip on the touch pen aligns correctly with the mounting slot.

Caution:

Use only the supplied touch pen to operate the display. Do not use pens, pencils or other sharp, pointed objects. Keep the touch pen and display clean to avoid scratches and damage to the display.

Display angle adjustment

The display can be adjusted to any angle that suits your reading style.



When attempting a wireless infrared transfer, be sure to not open the display more than 3/4 of the way, or the IR port may become blocked.

GUI operations

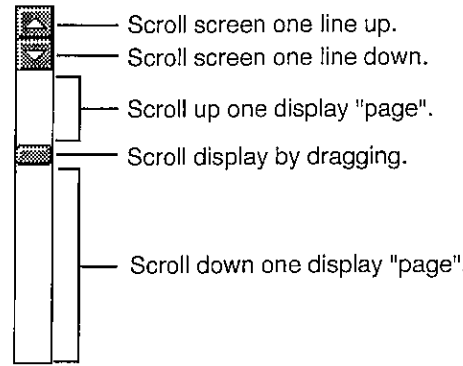
A key feature of the graphical user interface (GUI) is its system of displays and menus which can be used to quickly execute commands and perform operations.

- Insertion mode is used for all text input except time and dates. There is no overwrite mode.
- All Detail Views (except Notes and Scrapbook) have a blinking cursor.
- Selecting an application (except Activities) containing no entries brings up a New Entry display with a blinking cursor.
- Cut, Copy and Paste from the tool bar **EDIT** menu can be used to copy or move entries.
- In Detail View, the cursor can be moved to another field by touching the field or pressing the cursor keys.
- Selected text is indicated by highlighted (reverse) text.
- Detail View supports rapid cursor movements as follows:

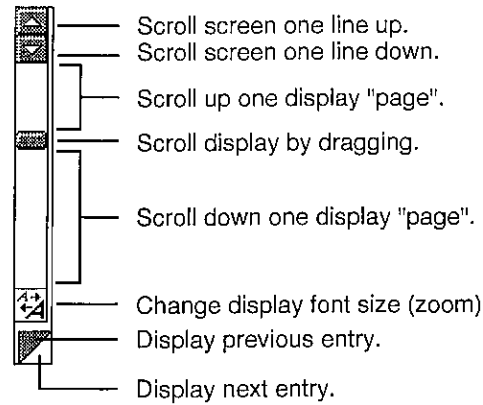
2nd ▲	Moves cursor to top of field
2nd ▼	Moves cursor to bottom of field
2nd ◀	Moves cursor to beginning of line
2nd ▶	Moves cursor to end of line

- Pop-up menus, radio buttons and check boxes can only be used by touch operations.
- Touch scroll bars to move through displayed information. In Notes, one grid block is scrolled as one line.

Index View


Scroll screen one line up.
Scroll screen one line down.
Scroll up one display "page".
Scroll display by dragging.
Scroll down one display "page".

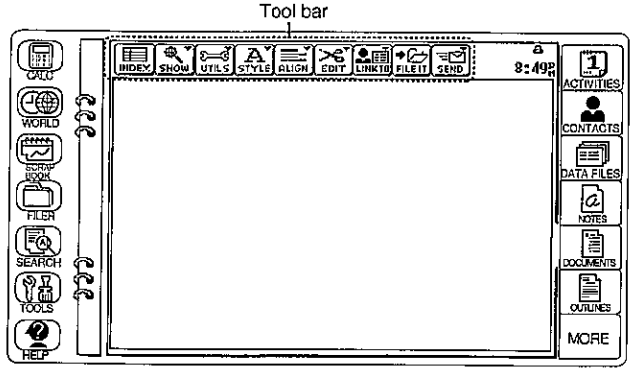
Detail View


Scroll screen one line up.
Scroll screen one line down.
Scroll up one display "page".
Scroll display by dragging.
Scroll down one display "page".
Change display font size (zoom).
Display previous entry.
Display next entry.

Display layout

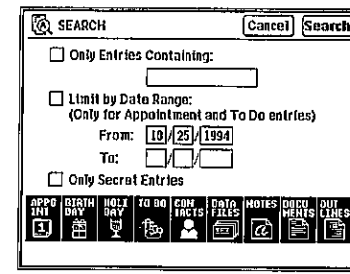
The display layout has the following features:

- The touch buttons at the left of the display provide access to accessories and utilities. **TOOLS** provides access to communications utilities and user settings.
- The touch buttons at the right of the display provide access to applications. **MORE** provides access to optional Add-on Software (if installed) in either the main memory or in a PCMCIA Card.
- The touch buttons along the top of the display are called the "tool bar" (application-specific tools).



Touch panel display

The display not only shows information, it is also a "touch panel" that lets the touch pen select functions and enter information. Some operations which are carried out by touch buttons can also be carried out by pressing keys on the keyboard. The touch button in bold at the right of the display has the same function as pressing the **ENTER** key (see Fig.) To store a setting for example, you can touch **OK** on the display or press **ENTER** on the keyboard. When a display symbol matches a key or symbol on the keyboard, either can be used. For example, touching Cancel functions the same as pressing **CANCEL**.



Touching this button is the same as pressing the **ENTER** key.

Display symbols

The following display symbols appear at the top right of the display to indicate various conditions:

XX:XX Real time and date display. Touch to toggle between time and date display.

BATT Operating batteries are weak and need replacing.

CARD A PCMCIA Card is currently being used.

2nd **2nd** key has been pressed.

CAPS **CAPS** has been pressed, the keyboard is in caps lock mode, and all letters will be entered in uppercase. Press **CAPS** again to turn caps lock off.

✻ Indicates the current entry is secret and can only be accessed when the unit is unlocked.

The unit is locked. Entries marked as secret cannot be recalled until your unit is unlocked by entering a password.

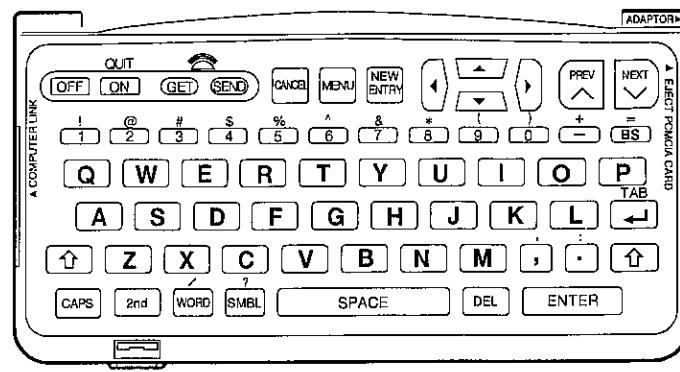
Alarm sound is enabled.

☞ The display symbols may be hidden in some dialogue.

Keyboard layout

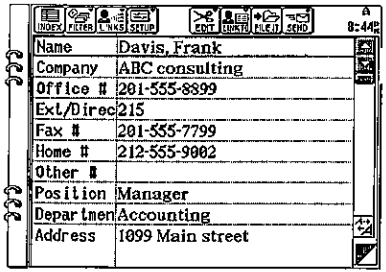
The keyboard is laid out in a standard QWERTY format, like a typewriter or computer.

- The ⇧ key has the same function as the Shift key on a typewriter or computer.
- The **CAPS** key has the same function as a Caps Lock key.
- The unit operates permanently in insertion mode (there is no overwrite mode).
- Symbols in white above a key, such as ' or :, can be used by holding down ⇧ and pressing the required key. Refer to Appendix A Key Notations.
- Special symbols and characters, such as ù and Ç, can be entered using the **SMBL** key. (See p. 112 for details.)



Detail View and Index View

The application tool bar across the top of the display normally offers a choice of either Detail View or Index View for examining unit entries. For a particular application, Detail View lets you examine the detailed contents of an entry, and Index View lets you examine a list of entry titles.



Detail View

VIEW FILTER LINKS SETUP EDIT LINKTO FILE IT SEND
8:46
Show: Business
Sort by: Name
Brown, Fre... Ace Adverti... 201-555-0873
Davis, Frank ABC consult... 201-555-8899
Flanagan, S... Instant Per... 245-555-8787
Harris, Eddie Bigg Produc... 257-555-8879
Innes, Geor... Busy Bee D... 234-555-7788
Lee, Marilyn HK Traders 257-555-8833
Sawyer, Bill GK Co 201-555-4477
Smith, Frank CEO Beta C... 212-555-6473
Smith, Jona... Brown Corp... 201-555-4170
Taylor, And... NKC Co. 234-555-8686
Wallace, R... Flash Corp. 609-555-4455
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

Index View

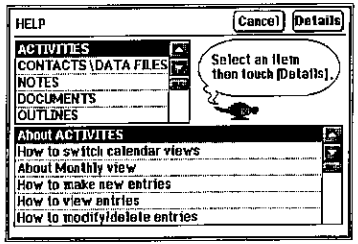
Tool bar

There is a special tool bar for each application. The tool bar is located across the top of the display and has the following features:

- A small pointer ("▼") in the upper right of a tool bar item indicates a menu will be displayed if it is touched.
- For some tool bar menus;, current settings are indicated by a check mark "✓".
- Menus may be separated into categories by dashed lines.
- Menu items that lead to dialogue are followed by "...".
- If a particular tool bar item cannot be used for a specific screen, it is "faded" out.
- Tool bar menus can be accessed from the keyboard by pressing **MENU** then using the **PREV**, **NEXT**, ▼, ▲, **ENTER** and **CANCEL** keys.

Help Function

The built-in Help feature is a convenient, topic-specific, on-line reference source. You can view Help at any time by touching **HELP** at the left of the display. Messages are also displayed during normal operations for your guidance.

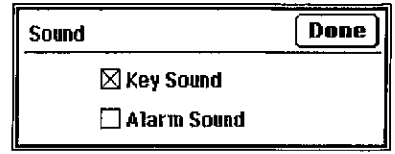


Key Sound

A sound (beep) is made each time a key or button is pressed. Key Sound enabled as the default setting.

To turn key sound off:

1. Touch **TOOLS** and then touch **Sound** twice.



The Key Sound box is checked to show it is on.

2. Touch **Key Sound** (so the cross disappears) to turn the key sound off.

3. Touch **Done** to save the setting.

Save Battery Life

Sleep function

To conserve battery power, the Sleep function turns your unit off if it is not used for a set time period (the default setting is 15 minutes).

- Sleep is disabled when communicating with other devices to avoid interrupting data transfers.
- If you are storing an entry and the Sleep function turns off power before the entry is finished, data will not be lost. When you press **ON**, operation resumes from the state before power was turned off.
- When the unit is connected to the AC adaptor, the Sleep function is disabled.

AC adaptor

Power can be supplied to your unit from the optional AC Adaptor EA-23E. Use of this adaptor helps extend the lifetime of internal operating batteries. To connect the AC Adaptor, turn your unit off, plug the adaptor connector into the ADAPTOR socket at the right of the keyboard, and then turn your unit back on.

CHAPTER 2
Desk Accessories

The desk accessories along the left side of the display are handy utilities that round off the Application suite:

- Calculator can perform calculations on numbers entered from the display, keyboard, or from other entries.
- World clock can simultaneously display the date and time in two cities of your choice.
- Scrapbook lets you make quick handwritten notes and drawings directly on the display. Scrapbook entries can be attached to Contacts or Data Files entries, or integrated into a document.
- Filer lets you manage your data and information by topic rather than by entry type.
- Search lets you locate a particular keyword from among many different entries.
- Tools provides many utilities such as PC Link and Terminal. It also lets you configure various unit settings.
- Help provides quick access to topic-specific help messages at any time.

Calculator

Calculator is a standard 10-digit calculator which:

- Performs mathematical operations, including square root, percentage and memory (R•CM, M- and M+).
- Can calculate dates and time durations, such as the number of days to project completion.
- Has a paperless printer mode which shows all calculations in a vertical column on the display.
- Performs operations on data copied from other entries.

To perform calculations:

1. Touch **CALC** at any time.
   The calculator's key pad appears on the display.

2. Enter the calculation by touching the display keypad or using the keyboard number and symbol keys.
   - To clear an entered value, touch **C•CE** once. To clear a calculator operation, touch **C•CE** twice.
   - Calculations are performed in order of entry, not by algebraic convention, i.e. 8+2x3 = (8+2)x3, not 8+(2x3).

- M on the display indicates a number is stored in memory. Touch **R•CM** twice to clear the memory.
- Press ▶ to erase the last digit entered.
- E on the display indicates an error. Touch **C•CE** to clear errors.
- Touch **+/-** to change the sign of a displayed value.

3. To quit Calculator, touch **QUIT**.

Movable window display

Calculator opens as a movable window over the last display that was used. To move the Calculator display, touch the top left corner and drag it to the new location.

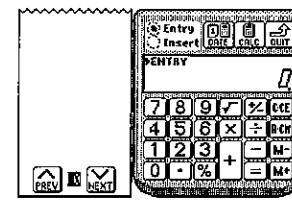
Paperless printer

In the basic calculator mode, only calculation results are displayed. In paperless printer mode, the calculation steps are retained and you can edit the sequence:

- This allows you to change numbers and operators (+, −, X, ÷, =) and return to intermediate results so that you do not have to reenter entire calculations.
- =, M-, M+ and % terminate a calculation sequence. Any value entered after these keys begins a new calculation.
- Calculation steps are retained and can be recalled with **PREV** or **NEXT** (even after the display has been cleared with **C•CE**), until a new sequence is entered or all steps are deleted using **DEL**.
- Up to 50 steps can be stored in a calculation sequence.
- Functions are the same as for the basic calculator, except power calculations must be performed using repeated multiplication.

Using the paperless printer calculator:

1. Touch **CALC** and select **PRINT**.

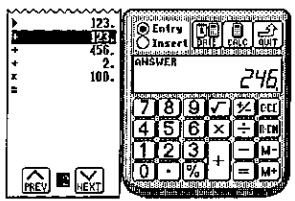


2. Enter the calculation.
   - ▶ marks the starting entry.
   - The value on the key pad display is the value just entered or the final calculation result (indicated by ENTRY or ANSWER shown above the value).

3. Touch "=" to get the result.

Using intermediate results:

1. Touch **PREV** or **NEXT** until you reach the calculation line you want to check. The result up to and including the highlighted line is displayed.



2. Touch **C•CE** once to return to the display of the final result, and touch **C•CE** again to clear the display.

Inserting new values:

1. Move to the line above the point where you want to insert the new value.

2. Touch **Insert**.

3. Enter the operator and value to be inserted, then press **ENTER**.

4. Press **ENTER** again to get the new result.

Changing part of a calculation:

1. Move to the entry you want to change by touching **PREV** or **NEXT** (or pressing **PREV** or **NEXT** keys).

2. Make sure that the Entry radio button is selected, then enter the new operator and value, and press **ENTER**.

3. Press **ENTER** again to get the new result.

Deleting a line:

1. Move to the line you want to delete using **PREV** or **NEXT**.

2. Press **DEL**.

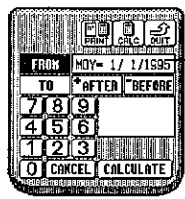
3. Press **ENTER** to get the new result.

Date calculations

Calculator can calculate the period of time (in days) between two specified dates. It can also calculate the date a specified number of days before or after a set start date.

Calculating the number of days between two dates:

1. Touch **DATE** to switch to the date calculator.



The current date is the default start date.

2. Touch **CANCEL** to clear the current date and enter a different start date, if desired.
   - Prefix single-digit months or dates with 0.
   - You can modify part of a date by touching it and then entering the required numbers.

3. Touch **TO**.

4. Enter the end date.

5. Touch **CALCULATE**.
   The number of days between the two dates is shown.

☞ If you enter an invalid date, for example if you forget to enter the year, the operation will not be recognized and nothing will happen when you touch **CALCULATE**. If you make a mistake, touch **CANCEL** to return to the previous step.

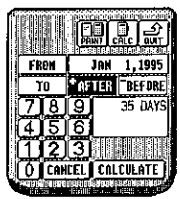
Calculating the date from the number of days:

1. Touch **DATE** to switch to the date calculator. The current date is the default start date.

2. Touch **CANCEL** to clear the current date and enter a different start date, if desired.
   - Prefix single-digit months or dates with 0.
   - You can modify part of a date by touching it and then entering the required numbers.

3. Touch **AFTER** to get a date in the future. Touch **BEFORE** to get a date in the past.

4. Enter the number of days in the past or future.



5. Touch **CALCULATE** and the final date is displayed.

☞ You can continue to calculate other dates using the calculated date as a new start date. Touch **+AFTER** or **-BEFORE** and the calculated date is automatically entered in the **FROM** field. If you make a mistake, touch **CANCEL** to return to the previous step.

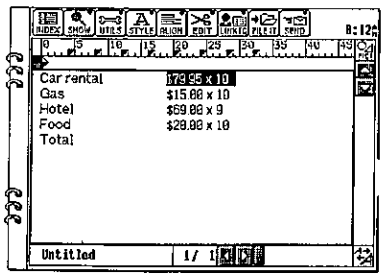
Data from other entries

You can perform calculations on numbers contained in other entries. You can also transfer calculated values into another entry.

From another entry to Calculator:

1. Select the entry with the data you want to calculate.

2. Drag the touch pen to highlight the calculation data.



3. Touch **EDIT** and select "**Copy**" to copy the data.

4. Touch **CALC** to open Calculator, then press **2nd V** to paste the calculation data. The copied calculation is performed and the result is displayed.

From Calculator to another entry:

1. After a calculation, touch the result to highlight it, then press **2nd C** to copy it.

2. Open an entry in Detail View, and touch the position where you want to enter the calculated value.

3. Touch **EDIT** and select "**Paste**".
The copied value is now included in the entry.

Error indicator E

The error indicator, E, appears when any of the following situations occur:

- Integer part of the rough result has 11 to 20 digits. For example: 4567890123 x 456 = 208.2957896 is displayed with E to indicate that $208.2957896 \times 10^{10} = 2{,}082{,}957{,}896{,}000$ is the rough result. Rough results are not available in paperless printer mode.
- Integer part of the result exceeds 20 digits.
- Integer part of the value in memory exceeds 10 digits.
- A number has been divided by 0.

Touch **C•CE** to clear the error indicator.

Calculation samples

Calculation	Example	Operation	Display (answer)
Arithmetic	12 x 3 + 5 = (-24) ÷ 4 - 2 =	12 [x] 3 [+] 5 [=] 24 [+/-] [÷] 4 [-] 2 [=]	41. -8.
Constant	34 + 57 = 45 + 57 =	34 [+] 57 [=] The addend becomes a constant. 45 [=]	91. 102.
		(Subtraction and division are performed in the same manner.)	
	68 x 25 = 68 x 40 =	68 [x] 25 [=] The multiplicand becomes a constant. 40 [=]	1,700. 2,720.
Percent	What is 10% of 200?	200 [x] 10 [%]	20.
	What percentage is 9 of 36?	9 [÷] 36 [%]	25.
Add-on	What results from a 10% increase of 200?	200 [+] 10 [%] (or 200 [x] 10 [%] [+] [=])	220.
Discount	What is 500 after a 20% discount?	500 [-] 20 [%] (or 500 [x] 20 [%] [-] [=])	400.
Square root	$\sqrt{25-9}$	25 [-] 9 [=] [$\sqrt{}$]	4.

Calculation	Example	Operation	Display (answer)
Power	$(4^3)^2$ =	4 [x] [=] [=] [x] [=]	4,096.
Reciprocal	1/8 =	8 [÷] [=]	0.125
Memory	Summation	Clear the memory before performing any calculations.	
	25 x 5 = -) 84 ÷ 3 = +) 68 +17 =	[R•CM] [R•CM] 25 [x] 5 [M+] 84 [÷] 3 [M -] 68 [+] 17 [M+]	125.M 28.M 85.M
	(Total) =	[R•CM]	182.M
	Temporary memory (14 - 3 x 2) x (52 - 35) =	[R•CM] [R•CM] 14 [M+] 3 [x] 2 [M-] 52 [-] 35 [x] [R•CM] [=]	6.M 136.M

World Clock

World Clock is a built-in, dual-display clock that shows the current time and date in your Home City and the time and date in another World City. When **WORLD** is touched, World Clock is displayed until another application is selected.

You can choose from a built-in list of 212 cities. If you cannot find the city you require, you can make your own customized list of three User's Cities. World Clock Home City time is used for all time-based operations.

- Home City selection is described in the Quick Start section. A similar procedure is used for World City.
- Daylight saving time (DST) is set as the default for all cities. You can change this setting for any city.

Daylight Saving Time

Cities that use daylight saving time (DST) normally set their time ahead one hour in the summer.
If Uses DST is selected in either Change Home City or Change World City, and Summer is selected in World Clock display, the time will be advanced one hour. To disable DST, select Winter.

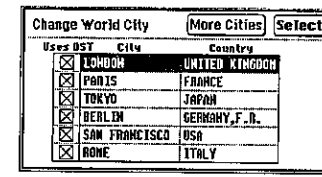
World City

World City display is very handy for international phone calls and overseas travel. Once you make your selection, World City time and date are automatically calculated from the time difference to your Home City.

To select your World City:

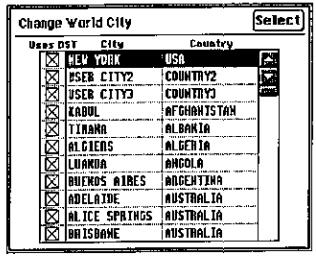
1. Touch **WORLD**.
   London, UK is the default World City.

2. To select your own world city, touch the **World City name** button of the lower clock.



If World City has been set before, a list of the last six cities selected will be displayed.

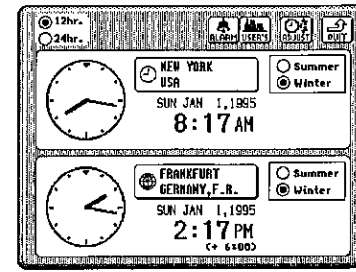
3. Select your World City.
If the city you want is not on the list, touch **More Cities** and another list will appear.



The first three cities are User's Cities you can specify. The rest of the list is in alphabetical order by country and by city.

4. Use the scroll bar to find your world city, then touch and highlight it. As a shortcut, enter the first letter of the country, e.g. enter *U* for United Kingdom.
As a default setting, Uses DST is set to on for all cities. If your world city doesn't use daylight saving time, touch the box to turn it off.

5. Complete your World City selection, then touch **Select**.
World Clock is displayed with Home City time on the upper clock and World City time on the lower clock.



6. If DST is currently in use for your World City, select **Summer**. If DST is not currently in use, select **Winter**.

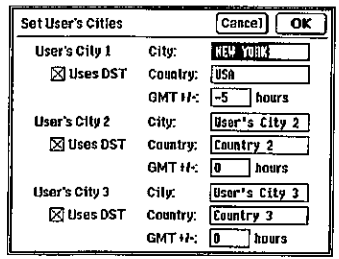
User's City

To use cities that are not already listed, you can enter three cities of your own choice as User's Cities. These cities can then be selected as your Home City or World City.

To enter User's Cities:

1. Touch **WORLD**.

2. Touch **USER'S** at the top of the World Clock display.



New York, USA is set as the default User's City 1.

3. Enter User's City names, countries and GMT values from the keyboard.
   - GMT value is the time difference between the User's City time and Greenwich Mean Time (international time reference). Enter a value from -11.5 to +12, with 0.5 hours precision.
   - Uses DST is the default setting. If the city doesn't use DST, touch the box to deselect it.

4. Complete your User's City settings, then touch **OK**.
   You can now select a User's City as Home or World City.

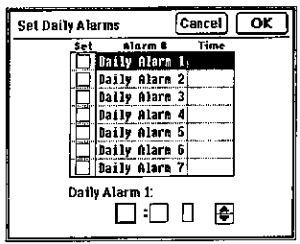
Setting daily alarms

Daily alarms are set like a regular alarm clock and sound even if your unit is turned off. You can set up to seven daily alarms (and these are separate from Activities alarms). This is handy when you need to quickly set a wake-up alarm, but do not want to make an Activities entry.

To set daily alarms:

1. Touch **WORLD**.

2. Touch **ALARM** at the top of the World Clock display.



3. Touch and highlight the alarm you want to set.
   - Touch the Set box (a cross appears).
   - Touch ▲▼ to set the alarm time.

4. When you complete your daily alarm settings, touch **OK**.

   ◁ appears at the top right of the display to show that alarms will sound at the set alarm times.

When an alarm sounds:

- Press **ON** to stop the alarm.
- After turning off the alarm, press **CANCEL** to go back to the previous screen.
- Alarms turn off automatically after 15 seconds.

To remove a set alarm:

1. Touch **WORLD**.
2. Touch **ALARM** at the top of the World Clock display.
3. Touch and highlight the set alarm you want to remove.
4. Touch the Set box so the cross disappears.
5. When you complete your setting changes, touch **OK**.

Disabling alarm sound

Once you have set alarms, they will sound at the set times whether your unit is on or off. 🔔 at the top right of the display indicates if alarms are set. There may be times when you want to disable all set alarms.

To disable alarm sound:

1. Touch **TOOLS** and touch **Sound** twice.
2. Touch the Alarm Sound box to disable the alarm sound.
   🔔 disappears from the top right of the display and set alarms will no longer be heard. However, alarms will still be indicated on the display at the set time, even if your unit is turned off.

Scrapbook

Scrapbook lets you make quick hand-written notes, sketches and maps directly on the display. The stamp function lets you add built-in images of buildings, intersections and railways to make your maps more realistic.

Scrapbook entries can be added to Contacts and Data Files entries as part of those databases, or can be included in Documents entries. For more information on adding Scrapbook entries to other entries, see p. 155 and p. 178.

Scrapbook entries take up much more space in memory than text, so it is a good idea to delete unwanted Scrapbook entries or copy them to a RAM card.

When ◩ is displayed, Scrapbook is in Detail View and you can scroll the entries by touching ◩.

Touching the upper left corner of ◩ moves to the previous entry, and touching the lower right corner moves to the next entry.

Touching the display makes ◩ disappear so you can change an entry.

If Scrapbook is currently displayed and you select another application (or you touch **SMALL**), the Scrapbook display is reduced to a movable window. To move this window, touch the top left corner and drag it to the new location. To enlarge the Scrapbook window and continue drawing, touch **LARGE**. Scrapbook will remain on the display until you touch **QUIT**.

Making a new Scrapbook entry:

1. Touch **SCRAPBOOK** and a "blank" page is displayed.

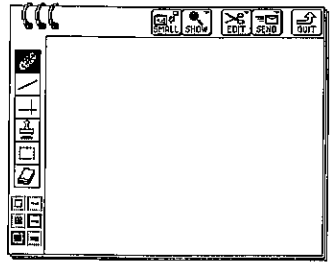
2. Use the touch pen to write or draw on the display.
   - Select drawing tools on the left.
   - Default drawing tool width is medium.

3. When you complete your entry, press **ENTER**.
   The entry is saved and the display changes to Detail View. To make another entry, touch **EDIT** and select "**New Entry**" (or press **NEW ENTRY**).

4. To close Scrapbook, touch **QUIT**.

Drawing tools

The Scrapbook drawing tools add versatility to creating graphics. The pencil tool is the default selection when you first touch the display with the touch pen.



	[Pencil]	Draws freehand lines.
	[Ruler]	Draws straight lines.
	[Grid]	Draw the lines vertically or holizontally.
	[Stamp]	Inserts built-in stamps.
	[Area]	Defines areas for editing operations.
	[Eraser]	Deletes graphics.
	[Pattern]	Selects drawing pattern from white, hatch or black. White is useful for deleting details that cannot be easily removed by the eraser.
	[Width]	Sets width of drawing tools.

Finding entries

Scrapbook entries are saved in the order entered.

- To find a Scrapbook entry, touch ◩ to step through all the entries (or press **PREV** or **NEXT**).
- You can also touch **SHOW** and select "**First Entry**" or "**Last Entry**" to move to the top or bottom of the entry list.

To edit an entry:

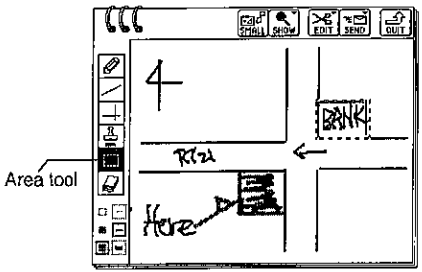
1. Display the entry you want to edit.
2. Select the drawing tool you want to use.
3. Make any required changes.
4. To save the changes and quit Scrapbook, touch **QUIT**.
   To save the changes and remain in Scrapbook, press **ENTER**.

Selecting an area

The area tool lets you select a Scrapbook area for copying, deleting and other operations.

To select an area:

1. Display the entry you want to revise and select the area tool (⬚).



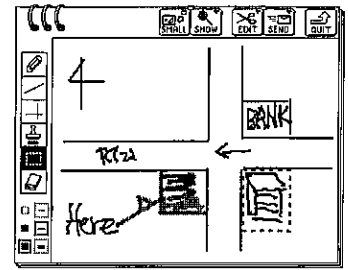
2. Drag the touch pen from the upper left to lower right of the area you wish to select. A rectangular outline will indicate the selected area.
3. Perform the required operation on the selected area (as shown below). To deselect the area, touch anywhere in the drawing area or select another tool.
4. Complete your changes, then press **ENTER**.

Moving or copying graphics

Graphics sections can only be moved or copied within Scrapbook.

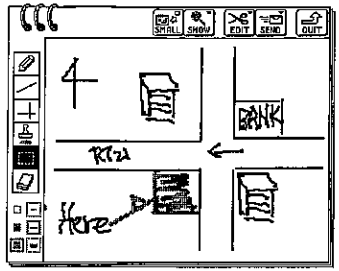
To move or copy graphics:

1. Touch the area tool and select the graphics area you want to copy or move.



2. Touch **EDIT** and select "**Cut**" (to move) or "**Copy**".
3. Select the area where you want to paste the graphics.

4. Touch **EDIT** and select "**Paste**".



Deleting sections of graphic entries:

1. Use the area tool to select the area to be deleted.
2. Press **DEL** to delete the selection.

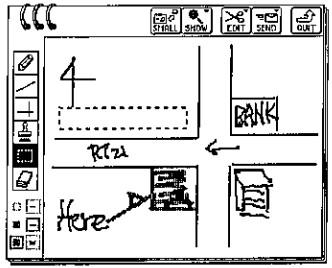
Adding text strings to Scrapbook

You can import text into Scrapbook from other application entries.

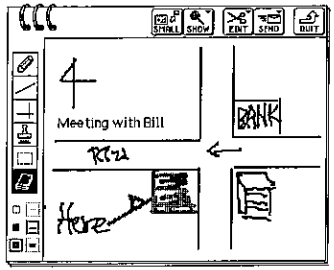
To add text strings to a Scrapbook entry:

1. Display the entry with the text you want to import.
2. Highlight the required text by dragging the touch pen.
3. Touch **EDIT** and select "**Copy**".
4. Touch **SCRAPBOOK** and display an entry. For a new entry, touch **EDIT** and select "**New Entry**".

5. Select the area where you want to place the text.



6. Touch **EDIT** and select "**Paste**".



Text is pasted to fit the area you specify, and it is split over several lines if necessary. If the area is not large enough, only part of the text is pasted.

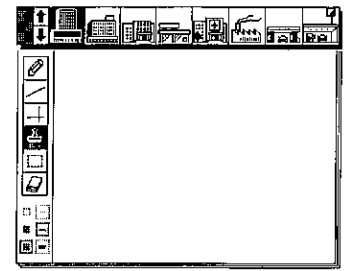
The Stamps tool

You can use the Stamp tool to add one of the 64 built-in stamps to your Scrapbook entry.

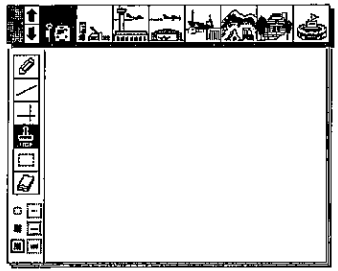
To use the stamp tool:

1. Display the entry you want to add a stamp to.

2. Touch the Stamp tool at the left.
   The stamp menu appears at the top of the display.

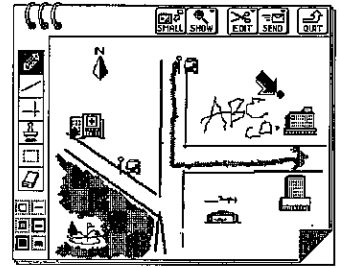


3. Touch the stamp you desire to select.
To scroll the stamp menu, touch ↑ or ↓(or press **PREV** or **NEXT**).



4. Touch the location where you want the stamp inserted.
   - The stamp can be dragged to any location until the pen is lifted from the display. Once the pen is lifted, the stamp is set and cannot be moved.
   - A stamp can be inserted in multiple locations.
   - To remove a stamp, select the stamp with the area tool, then press **DEL**.
   - The stamp menu is a movable window. To move the stamp menu, touch the left corner and drag to the new location.

5. When you complete your entry, press **ENTER**.



Deleting Scrapbook entries

Deleting a single Scrapbook entry:

1. Display the Scrapbook entry you want to delete.
2. Touch **EDIT** and select "**Delete Entry**".

★ Press **DEL**.

3. Touch **Yes** to confirm the deletion.

Deleting all Scrapbook entries:

1. Touch **SCRAPBOOK**.
2. Touch **EDIT** and select "**Delete Group**".
3. Touch **Delete**.
4. Touch **Yes** to confirm the deletion.

Filer is a unique, easy-to-use accessory that helps you manage your information by topics rather than by entry type. Filer folders let you organize information in a similar way to office folders.

For example, suppose you have a project called "Andromeda". You might have the names and phone numbers of three project personnel in a Contact file, two pages of meeting notes in Notes, a project outline in Outlines, three To Do action items, and five meeting dates in Appointments.

With Filer, you can assign all entries related to the Andromeda project to a single folder. This folder can then be selected when you want to work specifically on Andromeda project information.

Assigning entries to folders

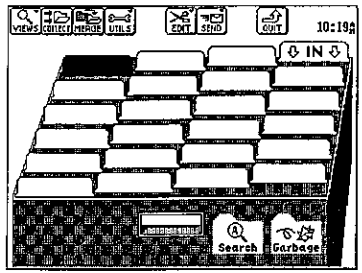
Before using Filer, you must first assign entries to the folders. There are three ways of assigning entries to a folder: you can assign a group of entries to one folder, you can assign individual entries to one or more folders, or you can make a new assigned entry. With all methods, the entries themselves are not moved or stored in the folder, they are just assigned to it. (Entries are retained in the applications that created them).

Collect related entries to one folder

The Collect function is used to assign entries linked by a common keyword to a specified folder. You can select the applications that are searched for the keyword.

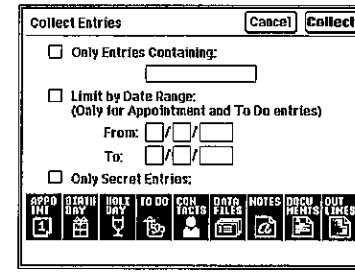
To collect related entries to one folder:

1. Touch **FILER.**



- Note the Search and Garbage folders at the front of Filer Drawer. The Search folder provides temporary storage for entries that match the keyword Search criteria. The Garbage folder provides temporary storage for deleted folder entries.

2. Touch a tab to specify the folder to hold the collected entries, then touch **COLLECT** in the tool bar.



☞ If the selected folder contains entries and you touch **COLLECT,** a message indicates that if you proceed all existing entries will be unassigned from that folder. Touch **Yes** to proceed (or touch **No** to cancel and choose another folder).

3. Complete the Collect Entries display as required.
   - Check the Only Entries Containing box and enter a keyword of up to 16 characters using letters, numbers and symbols.
   - Check the Limit by Date Range box to set a date range (only for Appointments and To Do entries). The keyword is optional in this case.

- Touch the Only Secret Entries check box to collect only secret entries (not displayed if the unit is locked.) The keyword is optional in this case.

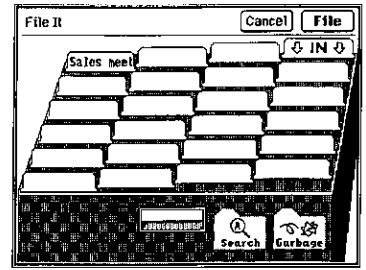
4. All applications are selected by default. Deselect any applications you do not need.

5. Touch **Collect.**
   A "Collecting" message appears.
   - A message indicates if no entries contain the keyword. You can try again using a different keyword, or touch **Cancel** to close the box.
   - All entries containing the keyword are assigned to the specified folder. The first ten characters of the keyword are displayed as the folder name (Untitled is displayed when entries are collected without specifying a keyword).
   - The folder name can be easily changed, see p. 74.

Assigning a single entry to multiple folders:

1. Display the entry that you want to assign to a folder.

2. Touch **FILE IT.**



3. Touch all the folders the entry is to be assigned to. Touch any folder again to deselect it.

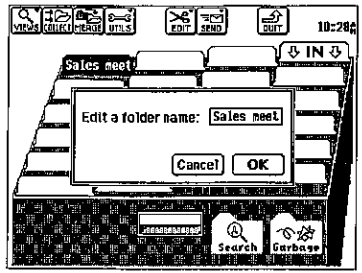
4. Touch **File.**
   The "Filed!" message is displayed and the entry is assigned to the selected folder(s).

☞ If you assign the entry to an empty folder, the first ten characters from the first text field of the entry are shown on the name tab.

Naming or renaming folders:

1. In Filer Drawer, touch a tab to select the folder (except IN folder) that you want to name (or rename).

2. Touch **EDIT** and select "**Folder Name**".



3. Enter any folder name of up to ten characters using letters, numbers and symbols.

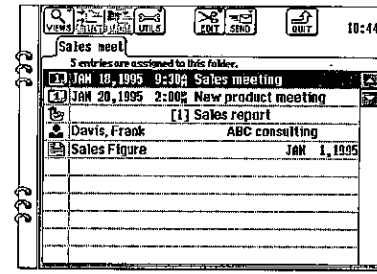
4. Touch **OK** to save the folder name.

Viewing entries via Filer

Once an entry has been assigned to a Filer folder, it can be easily viewed so you can access information by topic rather than by entry type.

To view an entry from Filer:

1. Touch **FILER** and touch twice the tab of the folder that contains the entries you want to view.



- Only one folder can be opened at a time.
- Folder entries are sorted by entry type.
- If the folder has more than eleven entries, use the scroll bar to move to other entries.

2. Touch the desired entry twice. It will be shown in entry mode of the original application.

3. Touch **FILER** to return to the Filer Index.

4. Touch **VIEWS** and select "**Drawer**" to return to Filer Drawer.

Editing folder entries

Once an entry is assigned to a Filer folder (or folders), any changes made to the entry in its source application will be reflected in all related folders. The entry is edited in the entry mode of the source application.

To edit a folder entry:

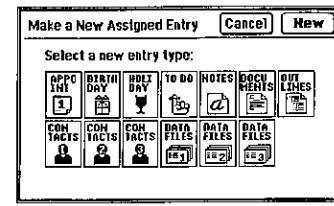
1. Open the desired folder.
2. Touch the entry to be edited twice. The display changes to the entry mode of the original application.
3. Make the desired changes to the entry.
4. When you complete your changes, press **ENTER** then touch **FILER** to return to Filer Index.

New Assigned Entry

You can create a new assigned entry in another application directly from within Filer.

To make a new assigned entry:

1. Open the Filer Drawer then touch a tab.
2. Touch **EDIT** and select "**New Assigned Entry**".



The new entry will be assigned in the currently selected folder.

3. Select the new entry type and then touch **NEW**.
4. Create your new entry.

5. When you complete the entry, press **ENTER**. The new entry appears in the Index of the selected application and the entry is automatically assigned to the folder.
Touch **FILER** to see the new entry in the Filer Index.

Delete an entry from Filer

Folder entries can be deleted directly from the Filer Index.
The deleted entry will be deleted from the original application and the Filer Index.

To delete a Filer Index entry:

1. In Filer Index, select the entry to be deleted.

2. Touch **EDIT** and select "**Delete Entry**".

3. Touch **Yes** to confirm the deletion. The entry is deleted and disappears from the Filer Index.

Removing entries from folders

If you assign an entry to the wrong folder, or no longer require a particular entry to be assigned to a folder, you can remove (unassign) single entries from folders. Removed entries are not deleted from the source application.

To remove a single entry from a folder:

1. From Filer Drawer, select the folder that contains the entry you want to remove.

2. In Filer Index, select the entry to be removed.

3. Touch **UTILS** and select "**Remove This Entry**".
A message indicates the entry has been removed.

Empty a folder

You can empty a folder. This will remove (unassign) all entries from the folder. Removed entries are not deleted from the original application.

To empty a folder:

1. In Filer Drawer, select the folder you want to empty.

2. Touch **UTILS** and select "**Empty This Folder**".

3. Touch **Yes** to confirm the folder is to be emptied.
   The folder contents are removed and the name tab becomes blank, indicating an empty folder.

Merging (Moving) folders

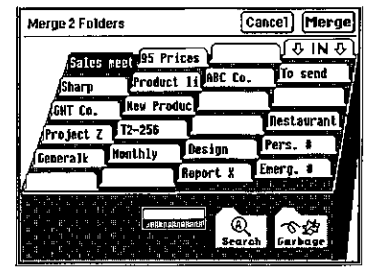
At times, you may have two folders whose contents, names or purpose are duplicated. You might want to merge (combine) the two folders into a single folder.

- To delete all entries in a folder, an alternate method is to merge that folder with the Garbage folder, then touch **EDIT** and select "**Delete Garbage Contents**".
- To undo the deletion of a folder you can merge the Garbage folder with an empty folder.

To merge folders:

1. From Filer Drawer, select the first folder to be merged.

2. Touch **MERGE**.



3. Select the second (destination) folder that will be merged, and touch **Merge**. The contents of the first folder will be appended to the destination folder.
   - The name of the destination folder has priority.
   - If the folder contains duplicate entries, the duplicates will be removed.

Sending folders

You can send all entries assigned to a folder to another unit via infrared transmission. Sent folder entries will be assigned to the IN folder of the receiving unit. For more information about Unit to Unit transfers, see p. 215.

To send a folder to another unit:

1. Press **GET** on the receiving unit.

★ Touch **SEND** in the tool bar, select "**Unit to Unit**", and then select Receive and touch **OK**.

2. Touch **FILER** on the sending unit.

3. Select the folder in Filer Drawer.

4. Press **SEND**.
   The folder entries will be sent to the receiving unit and assigned to the IN folder.

★ Touch **SEND** in the tool bar and select "**Unit to Unit**", then select **Send** and touch **OK**.

Generate a Report

Generate a Report makes a new Documents based on the contents of a Filer folder. This makes a new Document entry containing information on entries assigned to a particular folder.
For example, you might want to fax a report on your activities for a specified week. The Collect tool can be used to gather your activities into a single folder with a set date range. You can then touch **SEND** and select "**Generate a Report**" to make a Documents report entry. In Documents edit the report and then send it by fax.

Report format

Please note the following important points:

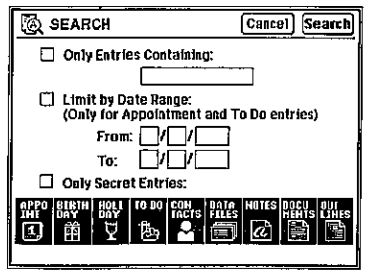
- The generated report page format is letter size, with all margins set at 1 inch and uses Elite (12 cpi) font.
- For Appointment, alarm time and repeat information are not included.
- For Birthday/Ann, reminder information is not included.
- For Contacts/Data Files, pictures and link information are not included.
- For Notes, drawings and modified time information are not included in the report.
- For Documents, pictures and header, footer and text style information are not included.
- For Outlines, topic text is not indented in accordance with the topic level.

Search

The Search function lets you locate entries containing a specific keyword, even if you do not know the entry title or the application it was created in. The search can be limited to a specific date range for Appointments and To Do entries, or limited to secret entries. The Search function selects all applications as a default setting for the search, but you can deselect applications as desired. When the search is completed, entries that match the search criteria are assigned to the Search folder in Filer.

To use the Search keyword function:

1. From any application, touch **SEARCH** at the left.



2. Check the Only Entries Containing box and enter the search keyword. You can use up to 16 characters (letters, numbers and symbols).

3. Check the Limit by Date Range box to enter a search date range for Appointment and To Do entries.

4. Check the Only Secret Entries box to limit the search to Secret Entries.

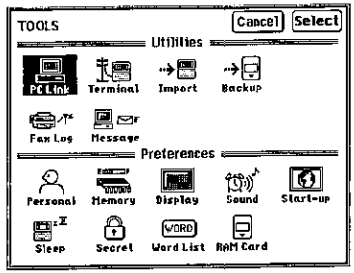
5. Select the applications you want searched. All applications is the default selection.

6. Touch **Search**.
   All entries that match the search criteria are assigned to the Search folder in Filer. The Search folder is displayed, and you can view its contents with Filer.

☞ In the application's Index View, it is also possible to use the Keyword Search function without touching **SEARCH**. See details in General Operations.

Tools

Touching the Tools accessory produces the following display:



Utilities

The communications utilities ensure your unit is much more than just a hand-held personal organizer. They make your unit a powerful management and communications tool that links you to your busy world through PC links, terminal mode, data transfers, backups, faxes, messages, etc.
The utilities shown in the top half of the TOOLS display are: PC Link; Terminal; Import; Backup; Clearn up; Fax Log; and Message;. These Tools utilities are described in section 7, "Optional Accessories".

Preferences

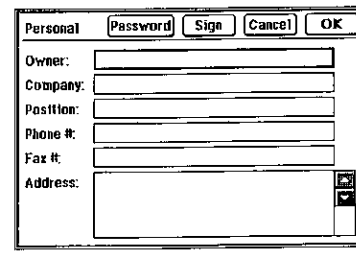
Preferences let you configure your unit to suit your own personal requirements.

Personal

Personal lets you enter your personal information for use at start-up, when sending faxes, making letters, etc.

To enter your personal information:

1. Touch **TOOLS** and touch **Personal** twice.



2. Enter your own information for owner (your name), company, position, phone number, fax number and address.

3. Touch **Password** to set the password. For more information on the password function, see p. 86.

4. Touch **Sign** to enter your signature for use with the Make a Letter function in Documents. For more information on the signature function, see p. 177.

5. When you complete your Personal entry, touch **OK**.

Memory

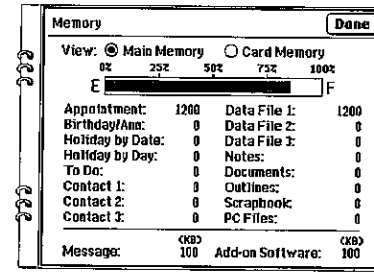
The 1 Mb of memory in your unit provides you with roughly 750 KB of memory to store your entries (Activities, Contacts, Notes, etc.) as well as Add-on Software. If you get close to using all the available memory, certain features may not function.

To avoid such problems, you should regularly check the available memory and free up space if necessary by deleting unwanted entries.

The Memory function allows you to check the amount of memory available in the main unit (and the RAM card if installed).

To check the memory:

1. Touch **TOOLS** and touch **Memory** twice.



If a RAM card is installed, you can select Card Memory to check available memory on the card. If there is no RAM card installed, this button will be faded (unavailable).

2. When you complete your memory check, touch **Done**.

☞ The Memory display might show a small amount of free memory available, but this may not be enough for some features to function.

Display

The Tools Display accessory can be used to:

- Adjust the contrast of the LCD display
- Adjust the touch panel display for best touch pen operation.

LCD contrast

The LCD contrast may sometimes require adjustment. For example, a setting that is good indoors may not be adequate when outside, for example.

☞ You can adjust the LCD contrast directly. Turn the unit off, hold down the **MENU** key then press **ON**.

- Press **SPACE** to go to Adjust Touch panel.

For more information, see Quick Start.

Touch panel

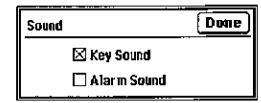
The touch panel should be adjusted to suit your style of writing, drawing and touching the display. For more information, see Quick Start.

Sound

The Tools Sound accessory is used to set Key Sound and Alarm Sound. Key Sound is set on as the default setting, so a beep sound is made each time a key or touch button is pressed. Alarm Sound is off as a default setting, but if you set a schedule or daily alarm, it is automatically turned on.

To change sound settings:

1. Touch **TOOLS** and touch **Sound** twice.



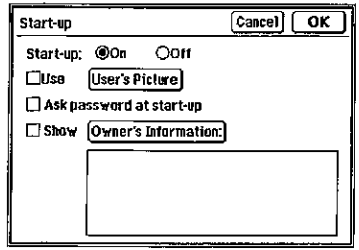
2. Touch **Key Sound** to turn it on or off.

3. Touch **Alarm Sound** to turn it on or off.
   - You must also set Daily alarms, see p. 63 or Appointment alarms, see p. 127.

4. When you complete your settings, touch **Done**.

Start-up

Start-up lets you configure the start-up display to suit your own requirements.



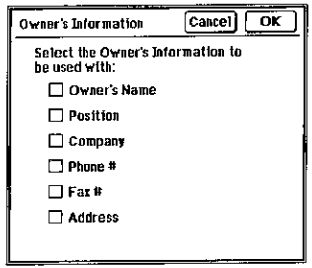
The Start-up display can be used to set the following:

- Start-up: Can be set to On, Off.
- Picture: Globe is the default picture graphics. You can also touch User's Picture to make a graphic entry or load an entry through Scrapbook.
- Ask password at start-up: Start-up display can be set to ask for a password at start-up, thus protecting all entries. You must first register a password by touching Password in TOOLS Personal .
- Show Owner's Information: Start-up can be set to Show Owner's Information (increasing the chances of your unit being returned if it is lost). Your personal information must first be registered with TOOLS Personal, see p. 81.

To display owner's information at start-up:

1. Touch **TOOLS** and touch **Start-up** twice.
2. Touch **On** to set Start-up to On.
3. The start-up display picture will be the default Picture. To use a User's Picture, check Use and then touch User's Picture. You can then draw pictures or paste a picture from Scrapbook.
4. You can check the Ask password at start-up box. For more information on the Secret Password function, see p. 86.

5. Check the Show Owner's Information box, then touch the Owner's Information button.



6. Select the owner's information to be shown at start-up. When you complete your selection, touch **OK**.
   - Selecting the owner's information is only useful if you first use Tools Personal to enter your personal information.

7. Complete your Start-up display settings and touch **OK**. Your owner's information will now be shown at start-up.

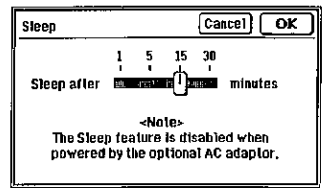
Sleep

Sleep turns the unit off if there is no activity within a set time period. This extends the life of the operating batteries.

- Default Sleep time period is 15 minutes.
- Sleep function is disabled if the unit is powered by the optional AC Adaptor EA-23E.

To change the Sleep time period setting:

1. Touch **TOOLS** and touch **Sleep** twice.



2. Use the touch pen to touch and drag the Sleep setting. Sleep time can be set to 1, 5, 15 or 30 minutes.

3. When you complete your setting, touch **OK**.

Secret

The Secret function keeps your information secure (hidden) requiring a password that you specify. Entries marked as secret are hidden until the password is entered. Individual entries can be marked as secret, or you can simply prevent access to the entire machine by requiring a password each time the unit is turned on. Marking entries as secret has no effect until a password is registered.

☞ If you forget your password, you will not be able to unlock your unit. To use the Secret function, you must delete the old password, and this will also delete all entries marked as secret. If you are worried you might forget your password, write it down and keep it in a safe place.

To register a password:

1. Touch **TOOLS** and touch **Personal** twice.

2. Touch **Password.**

Type in a password:
If you set a password, all secret entries are hidden until you select "Unlock" in the Secret feature (TOOLS).
Cancel
Set

3. Enter a password of up to seven characters using letters, numbers and symbols.
   - Choose your password carefully. We recommend you use an easy to remember word.
   - Password recognizes uppercase and lowercase. For example: *SECRET* is different from *Secret* or *secret*.

4. Touch **Set** to store the password.

5. Touch **OK.**

Marking entries as secret

You can mark any entry (except those in Scrapbook) as secret.

To mark an entry as secret:

1. Open the application and select the entry.
2. Open the entry you want to mark as secret.
3. Touch **EDIT** and select "**Secret Entry**".
   An asterisk (*) appears in the top right corner to indicate this is a secret entry.

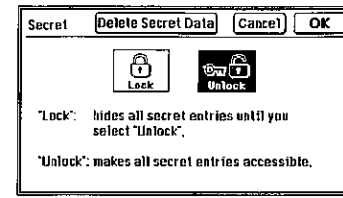
☞ If your unit is locked to hide secret entries, an entry which has just been marked as secret will still be displayed until you select another entry. Once you leave the entry marked as secret, it will be hidden with all other secret entries.

Accessing secret entries

Entries marked as secret are not shown in any application Index, and they cannot be accessed by any search method. To view secret entries, your unit must first be unlocked.

To unlock the unit:

1. Touch **TOOLS** and touch **Secret** twice.



2. Select **Unlock** and touch **OK**.
3. Enter your password and touch **Unlock**.
   The "Unlocked!" message is displayed.

To change a secret entry to a normal entry:

1. Unlock your unit with the procedure above.
2. Display the secret entry you want to make normal.

3. Touch **EDIT** and select "**Normal Entry**".
The asterisk disappears from the top right corner and the entry is no longer secret.

Locking your unit

When a password has been registered, even if you unlock your unit using the procedure above, it will automatically lock itself each time you turn it off. This feature guards your secret entries in case you forget to lock your unit, and remains in effect as long as a password is registered.

To lock your Zaurus:

1. Touch **TOOLS** and touch **Secret** twice.

2. Touch **Lock.**
🔒 is displayed to indicate your unit is locked.

Changing the password

To register a new password, you must first enter the current password, then enter the new password. To delete the current password, leave the new password field blank.

To change your password:

1. Touch **TOOLS** and touch **Personal** twice.

2. Touch **Password.**

Enter your password:
New password:
If you want to delete your password, please leave the new password field blank.
Cancel
Set

3. Enter your current password and enter the new password.
Leave New password blank if deleting the current password.

4. Touch **Set.**

5. Touch **OK.**
If you delete the current password, a message indicates that your unit is unlocked. Entries marked as secret are unprotected until a new password is registered.

If you forget your password

If you forget your password, to use the Secret function again you must delete all entries marked secret. If you have installed an optional RAM card which has the same password as the main unit, secret data on the card will also be deleted by this operation.

To delete all secret entries:

1. Touch **TOOLS** and touch **Secret** twice.
2. Touch **Delete Secret Data.**
3. Touch **Yes** to confirm deletion of all secret entries.
   You will now be able to enter a new password.

☞ If you set the Start-up display to Ask password at start-up, and then forget your password, you will be required to do an All Reset operation, which will cause the loss of all data on your unit. (See p. 243 for details).

RAM cards and the Secret function

If you use a RAM card in your unit, that card is also protected by your password. If you remove a RAM card and change your password, or register a password for the first time, you will not be able to use the card in your unit unless you re-register the original password, or delete your current password. It is therefore crucial to keep track of passwords used with specific RAM cards. Also, before you use a new RAM card for the first time, you must delete your current password or unit will not recognize the card.

☞ You cannot register a password for a Flash Memory card. However, if you archive unit data that includes a password into a Flash Memory Card, the password is also stored in the card.

Word List

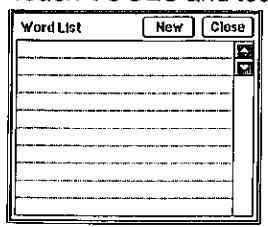
You may find that you must enter the same word many times, for example in lists, or you may need to write several memos or letters on the same topic. The WORD key lets you easily insert words, numbers, or phrases (up to 32 characters long) in any entry with the press of a key.

Word List entries

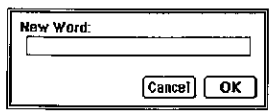
The Word list has no default words, so you must first register your own words or phrases.

To make Word list entries:

1. Touch **TOOLS** and touch **Word List** twice.



2. Touch **New.**



3. Enter a word, phrase or numbers (up to 32 characters) you want to recall with the WORD key.

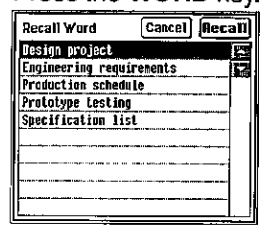
4. Touch **OK.**
Repeat steps 2 and 3 to make other Word list entries.
The entries are registered and sorted alphabetically.

5. When you complete your entries, touch **Close.**

Using the WORD key:

1. When entering or editing an entry, place the cursor where you want to enter a word.

2. Press the **WORD** key.



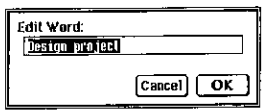
3. Select the word, phrase or number you want to insert. Use the scroll bar to move through the list.

4. Touch **Recall**. The Word window closes and the word is inserted in the entry at the cursor position.

★ In step 3 above, touching the word twice also inserts it into the entry.

Editing a Word list entry

You can edit any Word list entry using a similar procedure to making Word list entries, but instead of touching New in step 2 on page 90, touch the word you want to edit twice.



Make any changes and then touch **OK**.

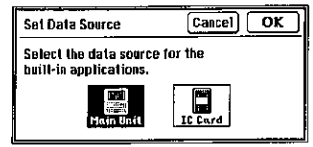
Deleting Word list entries

If you find you no longer need a particular Word list entry, it is easy to delete it from the Word list. Select the Word List entry in step 2 on page 90, press **DEL**, and then touch **Yes** to confirm.

RAM Card

When a RAM Card is installed in the unit, you can select the RAM Card or main unit to save and retrieve data

1. Touch **TOOLS** and touch **RAM Card** twice.



2. Select **Main Unit** or **IC Card**.

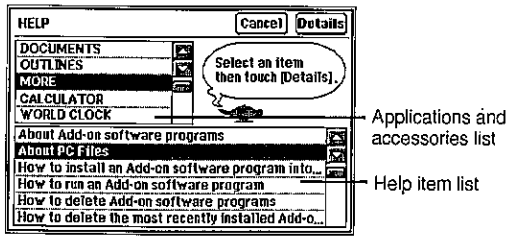
3. Touch **OK**.

Help

The built-in Help feature is a convenient, on-line help and reference source. You can access Help at any time by touching the **HELP** button on the left of the display.

To use Help:

1. Touch **HELP**.



2. Select an application or accessory from the top list.
   The current application is initially selected.

3. Select the Help item from the bottom list.
   Use the scroll bars to move through the list.

4. When you complete your selection, touch **Details**.

5. Touch **Index** to return to the previous display.
   Touch **Cancel** to exit the Help function.

CHAPTER 3
General Operations

This section describes general operations that can be used with your unit. Contacts and Scrapbook are normally used for examples of these operations. However, the operations described can be applied to most applications and accessories (which are described in detail elsewhere in this manual). For a full explanation of Contacts, see Section 4 Databases. For a full explanation of Scrapbook, see Section 2 Desk Accessories.

Opening Applications and Accessories

To start using an application or accessory, touch the required touch button at the right or left side of the display. Each time you touch a button, the selected application or accessory will appear.

- Any application that is currently open on the display will be hidden when a new application is selected.
- You can return to any application at the exact point where you left off by touching it again.

Tool Bar Functions

The tool bar across the top of the display has many common functions as follows:

VIEWS/INDEX

FILTER

SHOW

LINKS

SET UP

EDIT

LINK TO

FILE IT

SEND

☞ A small pointer ("▼") on the upper right of a tool bar item indicates a menu will be displayed if touched.

Views/Index

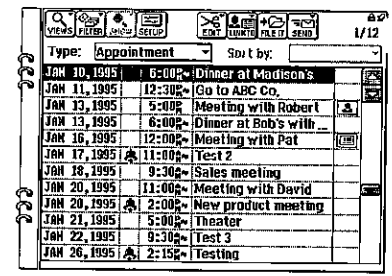
VIEWS/INDEX in the tool bar is used to select the display mode. Once an application is open, you can use VIEWS/INDEX to switch display modes. Each display mode has its own unique variations, functions and purpose.

Detail View

Detail View allows you to see the details for an entry.
A basic Detail View is available for Contacts, Data Files, Documents and Outlines. More advanced Detail Views are available for Activities, Notes and Filer.

Index View

Index View shows a one line view for each entry, making it easier to find a particular entry.


VIEWS
FILTER
SHOW
SETUP
EDIT
LINKTO
FILE IT
SEND
1/12
Type: Appointment
Sort by:
JAN 10, 1995 6:00P Dinner at Madison's
JAN 11, 1995 12:30P Go to ABC Co.
JAN 13, 1995 5:00P Meeting with Robert
JAN 13, 1995 6:00P Dinner at Bob's with _
JAN 16, 1995 12:00P Meeting with Pat
JAN 17, 1995 11:00A Test 2
JAN 18, 1995 9:30A Sales meeting
JAN 20, 1995 11:00A Meeting with David
JAN 20, 1995 2:00P New product meeting
JAN 21, 1995 5:00P Theater
JAN 22, 1995 9:30A Test 3
JAN 26, 1995 2:15P Testing

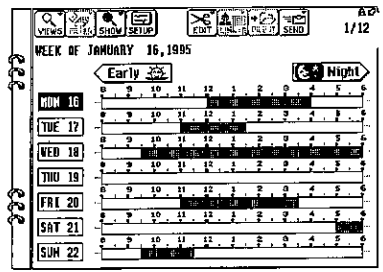
To change Index/Detail View

To change the display mode for Activities:

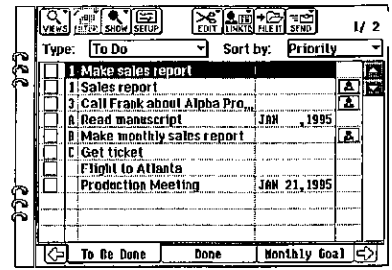
1. Touch **ACTIVITIES**.

2. Touch **VIEWS** in the tool bar at the top of the display.

3. Use the touch pen to select the Detail View from the list in the menu.
   For example, select "**Weekly Graph**".
   The display should now be similar to that shown below.



4. Touch **VIEWS** and select an Index View from the list.
   For example: touch **VIEWS** and select "**To Do Index**".
   The display should now be similar to that shown below.



Filter

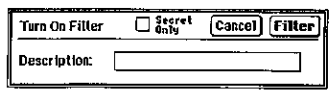
The Filter function lets you focus on entries that contain specific information. For example, you could recall all entries related to a particular company name. The Filter function does this by hiding all entries that do not match the filter criteria.

- Only Filtered entries can then be viewed or edited.
- The Filter function is available only for Appointments, Contacts and Data Files.

To turn on the filter for Appointments:

1. Touch **ACTIVITIES** and select Index or Detail View of Appointments.

2. Touch **FILTER** and select "**Filter**".



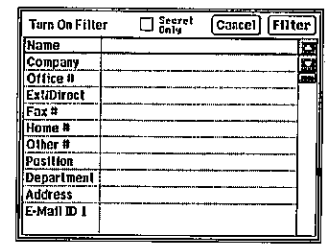
3. Enter the filter keyword.
   - For Appointments the keyword must be in the description field.
   - Check the "Secret Only" box to filter only secret entries (not displayed if the unit is locked).

4. Touch **Filter.**
   Filtered entries that match your criteria can be viewed in Index View.
   A message indicates if no entries match your request.

To turn on the filter for Contacts and Data Files:

1. Open Contacts or Data Files in the Index or Detail View.

2. Touch **FILTER** and select "**Filter**".



3. Select any field and enter the filter keyword.
   - Check the "Secret Only" box to extract only secret entries (not displayed if the unit is locked.)

4. Touch **Filter.**
   Filtered entries that match your criteria can be viewed in Index View.
   A message indicates if no entries match your request.

☞ If Filtering is on and a new entry is made or an entry is transferred from another device, the entry is displayed even if it does not match the filter criteria. To filter the new entry, you must turn the Filter off and then back on.

Turning the Filter off

To turn the Filter function off, touch the "Turn Off Filter" button at the bottom of the display. The "Turn Off Filter" button is movable. To move the button, touch the left side and drag it to the new location.

★ Touch **FILTER** and select "**Turn Off Filter**".

Deleting filtered entries

The Filter function makes it possible to delete a group of entries related to a specific topic. This can be helpful if you finish a project with many related entries. You can save time by deleting a filtered group instead of deleting individual entries.

In Contacts or Data Files:

1. Turn on Filter and use a keyword to filter the entries you want to delete (an example may be a company name).
2. Touch **EDIT** and select "**Delete Group**".
3. Make your deletion selections, then check the "Filtered Entries Only" box.
4. Touch **Delete** and then touch **Yes** to confirm deletion.

In Appointments:

1. Turn on Filter and use a keyword to filter the entries you want to delete (an example may be a company name).
2. Touch **EDIT** and select "**Delete Group**".
3. Touch **Delete** and then touch **Yes** to confirm deletion.

Show

The Show function is available with Activities, Documents, Outlines and Scrapbook. Show has the following special functions:

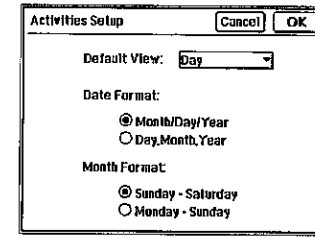
- Activities:
  Today, A Specific Date, Labels
- Documents:
  Show/Hide Ruler, Show/Hide Special Symbols, Print Preview, Header, Footer
- Outlines:
  Show 1 Line Topics/Full Topics, Expand/Collapse Subtopics (2nd E), Expand Family, Collapse All
- Scrapbook:
  First Entry, Last Entry

These Show functions provide access to application-specific views, tools and functions. For more information, see the related section.

Set Up

The Set Up function is available for Activities, Contacts, Data Files and Notes. Set Up allows you to change the configuration of the applications as follows:

Activities



Use Set Up to select the following:
Default View
Day, Week or Month
Date Format
Month/Day/Year or Day. Month. Year
Month Format
Sunday-Saturday or Monday-Sunday

Contacts/Data Files

Use Set Up to select the following:

File Name

Enter the file name and number of fields

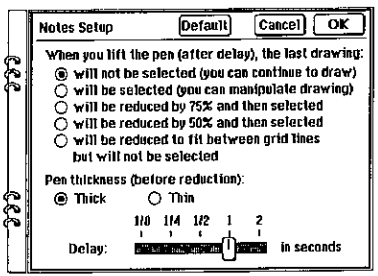
Field Name

View and change field names and field types (Text or Picture). Note that if you change a field type, current field data will be permanently deleted.

Index Form

Select three fields for the Index view and set the column width of these fields.

Notes


Notes Setup
Default
Cancel
OK
When you lift the pen (after delay), the last drawing:
will not be selected (you can continue to draw)
will be selected (you can manipulate drawing)
will be reduced by 75% and then selected
will be reduced by 50% and then selected
will be reduced to fit between grid lines but will not be selected
Pen thickness (before reduction):
Thick
Thin
1/8 1/4 1/2 1 2
Delay:
in seconds

Use Set Up to select:

The last drawing action, Pen thickness and Drawing delay. Drawing delay is the time period that separates different drawing actions.

Edit

The EDIT function in the tool bar is available for all applications, Filer and Scrapbook. The EDIT function includes:

- New Entry
- Revert To Saved [CANCEL]
- Delete Entry/Group
- Cut/Copy/Paste
- Secret/Normal Entry

New Entry

The EDIT New Entry function creates new entries in applications, Scrapbook and Filer, as follows:

Activities:	New Appointment, New Birthday/ Ann, New Holiday, New To Do
Contacts:	New Contact 1, New Contact 2, New Contact 3
Data Files:	New Data File 1, New Data File 2, New Data File 3
Notes:	New Note, Topic Title
Documents:	New Document, Document Title
Outlines:	New Outline, New Topic
Scrapbook:	New Entry
Filer:	New Assigned Entry, Folder Name

Revert to Saved

Revert to Saved (or the [CANCEL] key) cancels all changes and reverts to the original saved copy of an entry.

Delete Entry/Group

Described later in this section, see p. 109.

Cut/Copy/Paste

Described later in this section, see p. 110.

Secret/Normal Entry

The Secret/Normal function is used to designate an entry as Secret or Normal. Secret entries are protected by the password function and cannot be listed or viewed unless the unit has been unlocked with the password. Scrapbook data cannot be made into secret data. For more information, see Secret in Section 2 Desk Accessories.

Link To

The Link To function is a feature that allows entries in different applications to be linked together. This helps you to better manage your information and projects.

- Link To lets you link any entries to Contacts or Data Files entries.
- The Link To function is available for all applications.

Links

Contacts and Data Files also have a separate LINKS feature in the tool bar. Links provides Contacts and Data Files with the following functions:

- Show/Hide Linked Entry
- New Linked Entry
- Link by Searching
- Break Link
- Break All Links

The Link functions are used within Contacts and Data Files to establish and manage links to other application entries. For more information on Links, see p. 147.

File It

The File It function is used to file an entry with Filer. This allows the entry to be sorted by subject instead of by entry type. For more information, see Filer in Section 2 Desk Accessories.

Send

The Send function is used to send entries to other units or devices such as printers. Entries can either be sent directly by built-in infrared transmission or via optional cable. Some entries can also be sent by fax using the optional Fax/Modem CE-FM4. For more information see Section 7 Optional Accessories.

Send functions include:

Unit to Unit
Available for all applications, Scrapbook and Filer.

Print
Available for all applications, Scrapbook and Filer.

Fax
Available for Notes, Documents, Scrapbook and Filer.

General Editing Techniques

The rest of this section explains general editing techniques used to make a new entry or to edit an existing entry in any application. Notes has additional features for working with text, see Section 6 Writing and Letters.

Fields

Many applications divide the display into field boxes. The types and number of fields vary for each application. The different field types include: text, date, time, picture and special fields. Contacts and Data Files let you define the number, type and names of fields, see p. 156.

You can enter any character into a text field:

- Text field size is limited only by the size of the entry. Text fields automatically adjust size to accommodate the number of lines entered.
- Dates entered in date fields should use the format in Activities Setup (MM/DD/YYYY or DD.MM.YYYY). For example, with MM/DD/YYYY you would enter *06231995* for June 23, 1995.
- Times are entered in time fields using the format used in World Clock (12 hour or 24 hour). For example, with 12 hour format, for 9:00 AM, you would enter *0900A* (Enter A for AM or P for PM).

- For Contacts and Data Files, you can setup fields as picture fields. Pictures can be pasted from Scrapbook or created and edited directly from the field.

Cursor

- The unit uses permanent insertion mode for all entries (except time and date fields).
- There is a blinking cursor in the Detail view of all applications except Notes.
- In date and time fields, touch the box to make it bold and then select the date or time with ⇕. You can also enter the date or time directly from the keyboard.

Entering text

Entering text from the keyboard is easy. The keyboard's QWERTY layout is similar to typewriters and computer keyboards.

Letters

Any standard letter (A to Z) can be entered by pressing the appropriate key. Letters are normally entered in lowercase. To enter uppercase letters, hold down either the ⇧ key while pressing the letter key(s), or press the **CAPS** key to lock the keyboard in the CAPS mode (the CAPS symbol is displayed and any letters entered will be in uppercase). To enter lowercase letters while in CAPS mode, hold down ⇧ while pressing the letter key. Press **CAPS** again to turn CAPS mode off.

Numbers

Number keys are located on the keyboard above the letter keys. These keys enter numbers regardless of the CAPS mode. However, holding down ⇧ and pressing a number key enters the symbol printed above that key.

Symbols

The symbols that appear in white above some keys can be entered directly from the keyboard by holding down ⇧ and pressing the key. Other symbols are also available by pressing **SMBL**, see p. 112.

Moving text with Drag and Drop

(This function is available only in Activities, Contacts, Data Files and Documents.)
Select the text by dragging with the touch pen so it is highlighted. Touch the highlighted text and drag the touch pen to the new location. Lift the touch pen and the highlighted text will move to the new location.

Moving around the display

When working in an entry, the easiest way to move the cursor on the display is to touch the location with the touch pen. The cursor will immediately move to the selected position. You can also move the cursor around the display with the cursor keys: ◀, ▶, ▼, ▲, **PREV** and **NEXT**. This may sometimes be more convenient when you are working from the keyboard. For rapid cursor movement, hold the cursor key down.

Advanced cursor key combinations are also available:

2nd ◀ Move the cursor to the beginning of a line.

2nd ▶ Move the cursor to the end of a line.

2nd ▲ Move the cursor to the top of a field (or bottom of the previous field if already on the first line).

2nd ▼ Moves the cursor to the bottom of the field (or top of the next field if already on the last line).

Moving between fields

You can move the cursor directly to the next field in an entry by touching the desired field name on the display, or by pressing **NEXT** or **PREV**. In either case, the cursor moves to the beginning of the desired field.

Inserting text

To insert new text in the middle of existing text, move the cursor to the correct position and begin typing. Text is entered in insertion mode only; there is no overwrite mode.

Deleting text

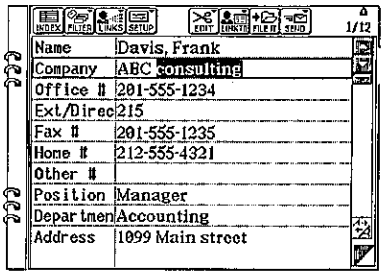
If you make a mistake while entering text, delete the mistake with the following keys:

BS	Deletes the character before (to the left of) the cursor.
DEL	Deletes the character after the cursor.
⇧ **DEL**	Deletes the entire line that the cursor is on.
⇧ **NEW ENTRY**	Clears currently field (except in Notes, Documents and Outlines).

Blocks of text

Working with blocks of text is easy. The first step is to select the text to work with:

- Position the touch pen at the beginning of the required text and drag it to select and highlight (reverse) the text. Lift the pen to complete your selection.



- If text is selected, any new text that is entered will replace the selected text.

Deleting blocks of text

To delete blocks of text, touch and drag to select the text block, and then press **BS** or **DEL**.

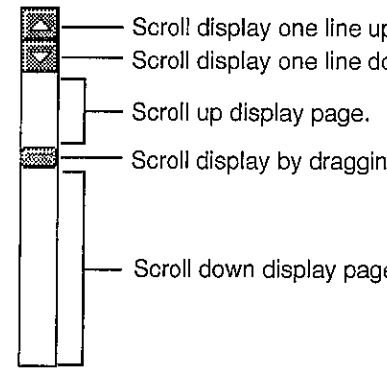
Cut, Copy and Paste

The Cut, Copy and Paste functions can be used for moving or copying blocks of text. For more information, see p. 110.

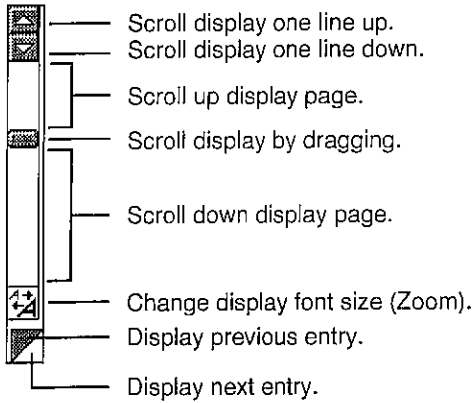
Scroll bars

If a field contains more information than can be displayed, scroll bars can be used to move through the information. Many displays have vertical scroll bars. Some also have horizontal scroll bars that work in a similar manner.

Index View


Scroll display one line up.
Scroll display one line down.
Scroll up display page.
Scroll display by dragging.
Scroll down display page.

Detail View


Scroll display one line up.
Scroll display one line down.
Scroll up display page.
Scroll display by dragging.
Scroll down display page.
Change display font size (Zoom).
Display previous entry.
Display next entry.

Finding Specific Entries

There are many ways to locate entries and information:

- Index View
- Keyword search
- Global search
- Using Filer
- By Date

Index View

The tool bar across the top of the display normally offers a choice of Detail View or Index View for viewing entries. Index View lets you view a list of entry titles for an application.

To use Index View to find entries:

1. Touch the desired application key.

2. Touch **INDEX** or touch **VIEW** and select **INDEX.**
   - Touch the tab for the entry as required.
   - If the Index is full and the desired entry is not displayed, use the scroll bars to move through the list.

3. When the desired entry is displayed, touch the entry to select it, and then press **ENTER** to see the entry in detail.

★ You can also touch the entry twice to see details.

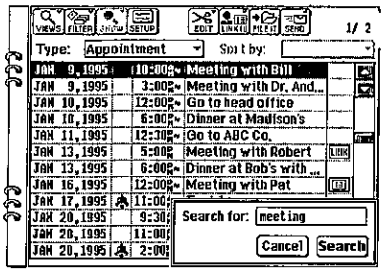
Keyword Search

Keyword search lets you search for entries containing a particular keyword. The keyword does not distinguish between uppercase and lowercase, and can contain up to 16 characters (letters, numbers and symbols).

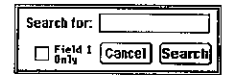
To use the keyword search:

1. Select the Index View of an application.

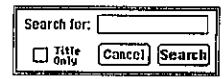
2. Enter the keyword directly from the keyboard. A Search window will appear. This window varies according to the application:


Type: Appointment
Sort by:
JAN 9,1995 10:00 Meeting with Bill
JAN 9,1995 3:00 Meeting with Dr. And...
JAN 10,1995 12:00 Go to head office
JAN 10,1995 6:00 Dinner at Madison's
JAN 11,1995 12:30 Go to ABC Co.
JAN 13,1995 5:00 Meeting with Robert
JAN 13,1995 6:00 Dinner at Bob's with...
JAN 16,1995 12:00 Meeting with Pat
JAN 17,1995 11:00
JAN 20,1995 9:30
JAN 20,1995 11:00
JAN 20,1995 2:00
Search for: meeting
Cancel
Search

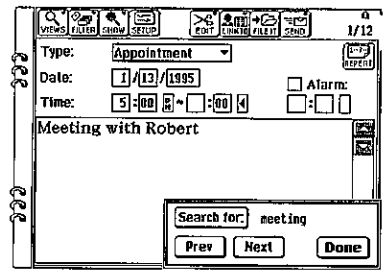
3. For Contacts and Data Files, select "Field 1 Only" to restrict the search to the Field 1 as required.



For Documents and Outlines, select "Title Only" to restrict the search to the Title as required.



4. Touch Search to begin the search.



Touch **Prev** or **Next** to go to other entries containing the keyword.

You can change the search criteria during a search by touching "Seach for" and changing the keyword.
The search window is movable. To move the window, touch the top left corner and drag it to the new location.

5. Touch **Done** to close the keyword search.

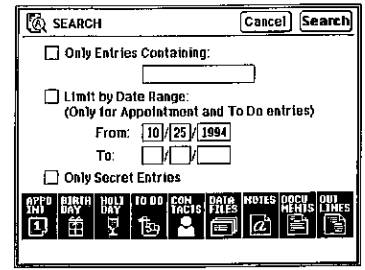
Global Search

The global Search function lets you search any or all applications for a keyword. All entries found to contain the keyword are assigned to the Search folder in Filer. You can use Filer to examine these entries. For more information on Search, see Section 2 Desk Accessories.

To use the global Search function:

1. Touch **SEARCH** at the left of the display.

2. Select "Only Entries Containing" and enter the keyword.
   - Select "Limit by Date Range" and enter From and To dates to restrict the search to a date range for Appointments and To Do.
   - Select "Only Secret Entries" to limit the search to secret entries. When the unit is locked, "Only Secret Entries" is not displayed.



3. All applications are selected for the search by default. Deselect applications that are not required.

4. Touch **Search** to begin the search.
   - After the search, the Search folder contents are shown in Index View.
   - To see the details of any entry in the Search folder, touch the entry twice. To return to the Search folder, touch **FILER** at the left of the display.

Using Filer

Filer lets you group entries by subject. For example, all entries relating to a particular project could be assigned to a single Filer folder, making it easy to open one or more of the entries when necessary. Entries can be grouped regardless of the application they were created in, and entries can belong to more than one folder. For more information on Filer, see Section 2 Desk Accessories.

By Date

Activities calendar views let you find information by date.

To use the calender views:

1. Touch **ACTIVITIES.**
2. Touch **VIEWS** and select the desired view (Year, Month, Week, Weekly Graph or Day).
3. Locate the entry you require, then use VIEWS Details to view the entry.

Deleting Entries

Single entries can be deleted by two methods: either from the keyboard or using the tool bar EDIT function. Group entries can be deleted using the EDIT Delete Group function. This function lets you specify the group of entries to be deleted from pop-up menus.

Deleting single entries from the keyboard

1. Open the required application.
2. Select the entry in Index View.
3. Press **DEL** on the keyboard.
4. Touch **Yes** to confirm the deletion.

★ Press **Y** or **N**.

Deleting single entries

The EDIT Delete Entry function in the tool bar can be used to delete single entries.

To delete single entries:

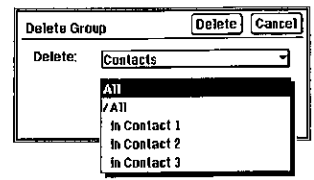
1. Open the required application.
2. Select the entry in Index View or display the Details view.
3. Touch **EDIT** and select "**Delete Entry**".
   The EDIT menu may also offer Delete Note, Delete Document or Delete Outline. These options all have a similar affect to Delete Entry.
4. Touch **Yes** to confirm the deletion.

Deleting group entries

The EDIT Delete Group function in the tool bar provides considerable flexibility when deleting group entries.

To delete groups of entries:

1. Open the desired application.
2. Touch **EDIT** and select "**Delete Group**".
3. Use the pop-up menus to make your group selection.



4. Touch **Delete** to begin the group deletion.
5. Touch **Yes** to confirm the deletion.

Cut, Copy and Paste

The Cut, Copy and Paste functions are available under EDIT in the tool bar. These functions let you move or copy blocks of text or completed entries:

Cut — Moves the selected text or entry to the clipboard. (Clipboard contents are replaced.)

Copy — Copies the selected text or entry to the clipboard. (Clipboard contents are replaced).

Paste — Inserts the current clipboard contents at the cursor.

Copying or moving blocks of text

You can Cut, Copy and Paste blocks of text and selected areas of graphics. Text or graphics that are cut or copied are stored on the unit clipboard. Only one block of text or graphics can be stored in the clipboard at a time, and it will remain there until new text or graphics is cut or copied. You can paste text or graphics from the clipboard as many times as you wish.

To copy or move blocks of text:

1. Display an entry in Details view.

2. Drag the touch pen to select the text.

3. To move blocks of text, touch **EDIT** and select "**Cut**" (or press **2nd X**).
   To copy blocks of text, touch **EDIT** and select "**Copy**" (or press **2nd C**).
   The text is copied to the clipboard.

4. Move the cursor to the location where you want to place the text, in the same or another entry.

5. Touch **EDIT** and select "**Paste**" (or press **2nd V**).
   The text is now moved or copied to the new location.

☞ Text that is highlighted before a Paste is completely replaced by the pasted text.
Only numbers and operators can be pasted to Calculator (text that is pasted is ignored).

Copying or Moving Entries

The Cut, Copy and Paste functions also provide a convenient way to copy or move entire entries to other applications, including those stored on a RAM Card. The entries do not have to be in the same file or the same application.
However, graphic entries can only be copied or moved within Scrapbook or to picture fields in a Contacts or Data Files entry, or to a Documents entry or the start-up display. Pasting graphics entries to any other location will only display "«PICTURE»".

To copy or move an entry:

1. Display the entry you want to copy or move in Index View.

2. To move the entry, touch **EDIT** and select "**Cut**". Touch **Yes** to confirm the deletion.
   To copy the entry, touch **EDIT** and select "**Copy**".

3. Select the destination application.
   (You can also append to an existing entry. In Details view, select the required position.)

4. Touch **EDIT** and select "**Paste**".

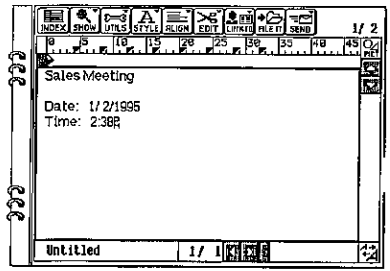
5. The entry is now moved or copied to the new location. Make any necessary changes to the moved/copied entry.

☞
- In Outlines Detail View, to copy or move an entire outline, you must select the title. If you select a topic, only that topic and subtopics are copied.
- Only text data is pasted from a Documents entry to another application. Formatting is not copied, even if pasted within another Documents entry. If the entry is pasted into Documents and the original entry includes a tab, subsequent text will be pasted, but for other applications subsequent text will not be pasted.

Time Stamp and Date Stamp

The Time Stamp and Date Stamp functions let you insert the current time and/or date into your data so that in the future you can verify when important events occurred.

- Time Stamp can be used by pressing **2nd T**.
- Date Stamp can be used by pressing **2nd D**.



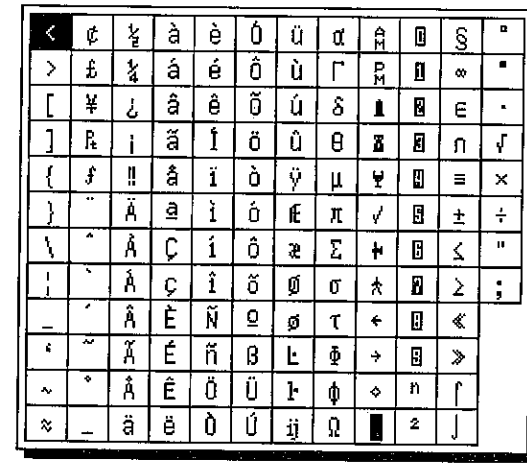
Symbols and Special Characters

The symbols menu is a single-page menu display containing 136 symbols and accent characters (such as ¥, Ç, Ú, and Í). The last symbol used is the initial selection. These symbols and characters can be easily selected and inserted at the cursor when entering data or editing an entry.

To insert a symbol:

1. Move the cursor to the position where you want to insert a symbol or special character.

2. Press **SMBL** on the keyboard.
   The Symbol menu appears.



3. Select the symbol you require from the menu and touch it twice. The symbol menu closes and the selected character is entered at the cursor position.

4. If the symbol you selected is an accent mark (`, ´, ¨, ^, ~, ° or _), it will flash on the display. Type the letter you want to enter with that accent mark.

☞ When printing, some symbols and characters may not print correctly (depending on the capabilities of your printer). Consult your printer manual.

CHAPTER 4
Time Management

The Activities application helps you to structure and manage your busy schedule. There are four activity types; **Appointment**, **Birthday/Ann**, **Holiday** and **To Do**. Activities has five different calendar views, each with a convenient, easy-to-use form. This section shows you how to make the time management features work best for you.

Calendar views

The Calendar views provide an overview of all your different Activities. (Appointment, To Do tasks, Birthdays/ Anniversaries, and Holidays.)

Calendar views have two major roles:

- They provide a handy, accurate calendar that can show you any month from January 1901 to December 2099.
- They allow you to track and manage Appointments, Birthdays, Anniversaries, Holidays and To Do tasks.

Calendar view format

You can use the Activities Setup display to change the default calendar view to the one you find most convenient. You can change three settings:

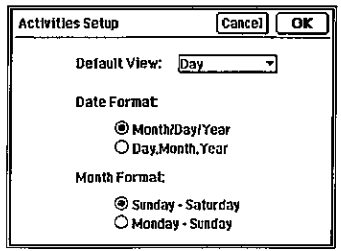
- Default View
  Day is the initial default view. Select the default view from: Day, Week or Month.
- Date Format
  Month/Day/Year is the initial default date format. Select from: Month/Day/Year or Day.Month.Year. This date format is used for all time-based operations.

- Month Format
  Sunday-Saturday is the initial default month format. Select from: Sunday-Saturday or Monday-Sunday. This setting is used for calendar views.

Changing Activities Setup

To change the Activities Setup:

1. In Activities, touch **SETUP** in the tool bar.



2. Make any desired changes.

3. When you complete your set up, touch **OK**.

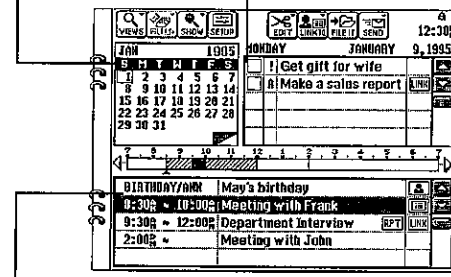
Calendar views

Day view

The Day view is convenient for viewing all activities on a single day. It can be accessed directly from the Month, Week or Weekly Graph views by touching a date twice.

A Month calendar is displayed in the upper left for reference. Touch a day in this Calendar to see the activities for that day.

The To Do list for the day is shown in the upper right. Use the scroll bars to move through the list.



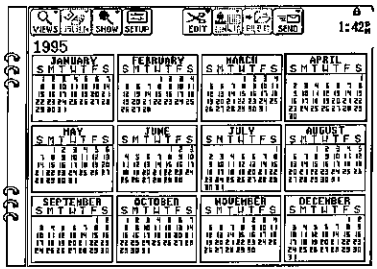
A Birthday/Ann, Holiday and Appointment list is shown at the bottom of the display. Use the scroll bars to move through the list. Touch an entry twice to see its details or to make changes.

The appointments line graph for the day is shown across the center. Touch ◁ to display earlier appointment and ▷ to display later appointment. Shaded portions indicate appointments, black portions indicate conflicts.

- You can step through days by pressing **PREV** and **NEXT**.
- To record an appointment, drag the pen over the time bar (from start time to end time). When you lift the pen, a new appointment entry is opened with start and end times filled.

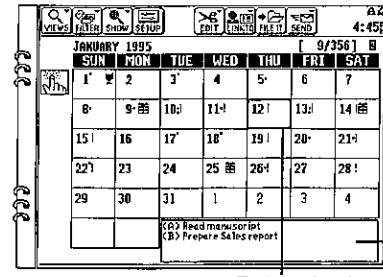
☞ If your unit is very low on available memory, To Do entries may not be correctly displayed in the Day view. A message will indicate this. Delete unwanted data, then select the Day view again.

Year view



- Year view provides an overview of all months in a year. Note that no activities are indicated in this view.
- Press **PREV** or **NEXT** to see the previous or next year.
- Touch any month twice within the selected year and the view changes to the selected month.

Month view

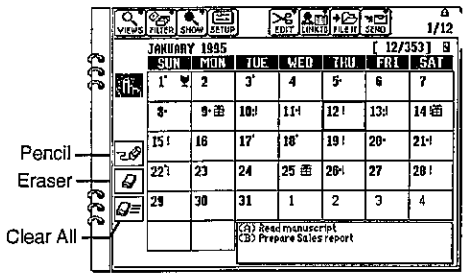


- Appointments are indicated on dates with dots (▪).
  A top dot indicates an Early appointment (00:00 AM to 11:59 AM), a middle dot indicates a Day time appointment (12:00 PM to 05:59 PM) and a bottom dot indicates a Night appointment (06:00 PM to 11:59 PM).
- Birthday/Ann and Holiday entries are indicated with 🎂 and 🏆.
- ! indicates a To Do entry is due on that date.

- If you touch the Monthly Goal list (if displayed), the To Do Index is displayed.
- You can step sequentially through different months by pressing **PREV** or **NEXT**.
- is used to select/deselect the Drawing tools.
- The drawing tools (pencil, eraser, and clear all) at the left of the Month calendar let you make handwritten comments directly on the calendar.

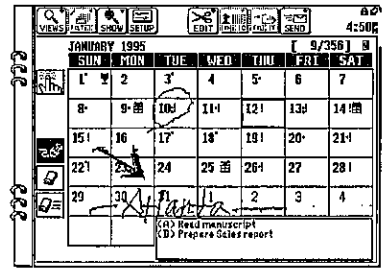
To write and draw on the Month calendar view:

1. In Activities, touch **VIEWS** and select "**Month**".



2. Press **PREV** and **NEXT** to select the desired Month calendar view.

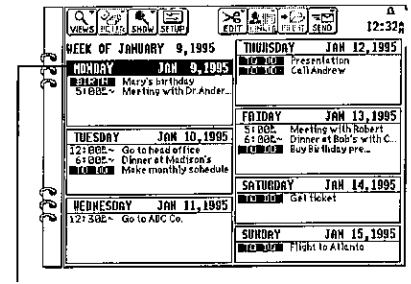
3. Use the pencil tool to write directly on the month view. Use the eraser tool to remove unwanted drawings. Use the clear all tool to delete all drawings on this month.



4. When you complete your entry, press **ENTER**.

Week view

Week view shows your Activities events over a one-week period. To open the Week view, touch **VIEWS** and select "**Week**".



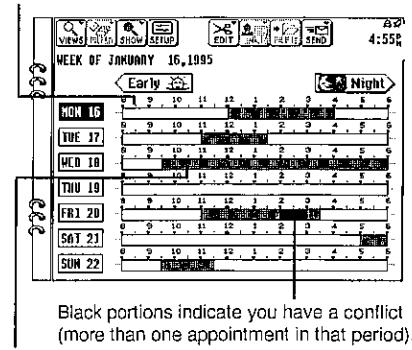
Selected date is highlighted.

- Press **PREV** or **NEXT** to display the preceding or following weeks.
- You can go to the Day view by touching a date twice.

Weekly Graph

The Weekly Graph view shows your appointments as line graphs over a one-week period. This lets you check for free time at a glance, and helps avoid conflicts.

Appointment times are indicated using 5-minute blocks.



Black portions indicate you have a conflict (more than one appointment in that period).

Shaded portions indicate times when you have appointments or other commitments.

- Touch **Early** or **Night** to see earlier or later appointments. Press **PREV** or **NEXT** to display the preceding or following weeks.
- You can change to a Day view by touching the day twice.
- To record an appointment, drag the pen over the time bar (from start time to end time) for the desired day.

Accessing entries using calendar views

Appointment, Birthday/Ann, Holiday and To Do entries can be accessed from the Day view.

- Overdue (due date has passed) To Do entries are always shown on Today's date.
- Monthly goals can only be accessed from the Month view.

In the Day view:

1. Select the desired entry.
2. Touch **VIEWS** and select "**Details**" to examine the entry.

★ You can also touch the entry twice to view the details.

Selecting a date

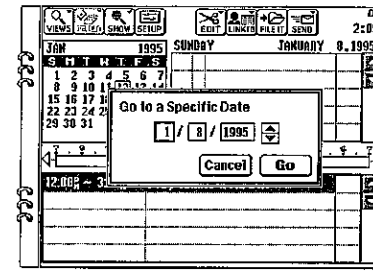
In any calendar view you can scroll to the previous or next time period (day, week, month or year) by pressing **PREV** or **NEXT**.

Show A Specific Date

Another convenient way of selecting a date is to touch **SHOW** and select "**A Specific Date**".

To show a Specific Date:

1. In Activities, select any calendar view.
2. Touch **SHOW** and select "**A Specific Date**".



3. Enter the date you require. Touch each date field box, then use ▲▼ to select a date.
4. To move to the selected date, touch **Go**.

Appointments

Appointments lets you enter meetings, conferences, parties and other important events. You can also set alarms to warn you of an impending appointment. This makes it easy to organize your day and always get to appointments on time. Appointment entries are indicated in the Month view by a dot to the right of the date.

Making new Appointment entries

Appointment entries have four components: date, time, alarm and description. When you touch **EDIT** and select "**New Appointment**", there are three basic steps to making new entries:

- Select the date.
  The date selected in the calendar view is initially displayed in the Date field. To select another date, touch a date box so the border changes to bold, then use ▲▼ to change the date.
- Enter the start and end time (optional).
- Select Alarm if desired. The start time is the default alarm time. To select a different alarm time, touch the alarm time boxes, and then use ▲▼ to select the time.
- You must enter a description for each entry.

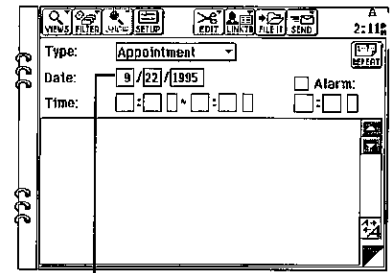
Making an Appointment entry

Example: Enter "Staff meeting" to be held from 8:30 a.m. to 11:30 a.m. on September 22, 1995.

To make the Appointment entry:

1. In a calendar view (day, week, weekly graph or month), select the required date (September 22, 1995).

2. Touch **EDIT** and select "**New Appointment**".



Current date is selected.

3. Set the start and end times for the entry. Touch a time box, then use ▲▼ to select the time. Set the start time to 830 AM and set the end time to 1130 AM. (Enter A for AM or P for PM.)

4. Set the Alarm as required. Check the Alarm box and the start time is selected as the default alarm time.
Set the alarm time to 815 AM.

5. Enter *Staff meeting* as a description.

6. To complete your entry, press **ENTER**.

★ Note that you can also create a new entry from the Day or Weekly Graph view by dragging the pen across the time bar.
This simplifies the time entry as the start and end times are automatically entered for you.

Finding entries

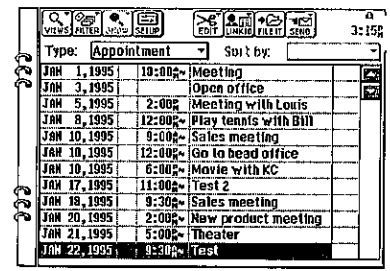
You can find an Appointment entry using the Calendar views, the Index View or a keyword search.

Using calendar views

You can access an Appointment entry directly from the Day view by touching the required entry twice.

To find an entry using Index View:

1. In Activities, touch **VIEWS** and select "**Appointment Index**".



Appointment entries are listed in chronological order. If you do not see the entry you are looking for, use the scroll bars to move through the list (or press **PREV** or **NEXT**) until you find it.

2. Touch the entry twice to view the details.

☞ Pressing **NEXT** or **PREV** steps through entries in Detail View.

Using keyword search

If you cannot remember the date of an Appointment entry, but you know a word that appears in the Description, you can locate the entry with a keyword search. For more information on keyword search, see p. 106.

Using a keyword to find an Appointment entry:

1. From the Appointment Index View, enter the search keyword directly from the keyboard. The Search box will automatically appear.

2. To begin the search, touch **Search**. The search function displays the first entry that contains the keyword. Touch **Prev** or **Next** to move to additional entries (if any) that contain the keyword.

3. When you find the desired entry, or to exit the search function, touch **Done**.

Editing Appointment entries

You can easily change the time, date, or description of an appointment. Cut, Copy and Paste can also be used to move appointments, see p. 110.

To edit an Appointment entry:

1. View the details of a particular entry.

2. Touch any field and make the required changes.

3. When you complete your changes, press **ENTER**.

Deleting a single entry

You can delete a single Appointment entry or groups of entries. For an explanation of deleting filtered entries, see p. 97.

Deleting a single entry:

1. Select the entry in the Day Index, or Detail View.
2. Touch **EDIT** and select "**Delete Entry**".
3. Touch **Yes** to confirm the deletion.

★ You can also delete a single Appointment entry by selecting it in Index View or Day calendar view and pressing **DEL**.

Deleting group entries

You can delete groups of Appointment entries by choosing from Delete All entries or specifying a deletion period.

- You cannot delete group entries if the unit is locked, see p. 87.
- You must be in a calendar view which includes the period you want to delete. You cannot delete entries for a week while in Day view.
- Monday-Sunday is recognized as one week for deletion, even if the default format is Sunday-Saturday.

To delete groups of Appointment entries:

1. In Appointment Index or Detail View, touch **EDIT** and select "**Delete Group**".
2. Touch the **All** button and select the deletion type from the pop-up menu:
   - All
   - in Selected Year
   - in Selected Month
   - in Selected Week
   - in Selected Day
3. Touch **Delete.**

4. Touch **Yes** to confirm the deletion.

☞ You cannot delete groups of entries if your unit is locked, see p. 87.

★ You can delete Appointment entries by selecting them in any calendar view and pressing **DEL**.

Making entries for recurring or extended events

The Appointment REPEAT function lets you copy entries to other dates without having to make new individual entries. This is convenient for appointments and meetings that are held regularly. Repeat can also make entries that span a few days or a few weeks, such as a business trip or vacation.
Appointments created with the Repeat function can be individually edited later, like any other entry.
The REPEAT function has six different types of events:

- Daily:
  Repeats an appointment on consecutive days.
- Daily (Work Days Only):
  Repeats an appointment on consecutive work days (from Monday to Friday) only.
- Every Week:
  Repeats an appointment on the same day each week
- Every Other Week:
  Repeats an appointment on the same day every two weeks.
- Every Month (by Date):
  Repeats an appointment on the same date each month. Events like "a meeting on the 10th of each month".
- Every Month (by Day of Week):
  Repeats an appointment on the same day of each month, e.g. first Tuesday.

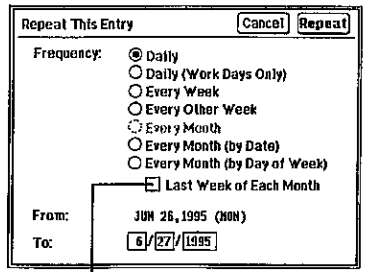
☞ The REPEAT function cannot be used on entries that were originally created with the Repeat function.

Using the Appointment Repeat function

Example: Enter a five-day vacation from June 26, 1995.

To use the Repeat function to enter a vacation:

1. From any calendar view, select the initial date for the entry (June 26, 1995).
2. Touch **EDIT** and select "**New Appointment**".
3. Enter *Vacation* as a description.
4. Touch **REPEAT** in the top right of the display.



Check the box to repeat the entry on the same day of the last week each month.

5. Select **Daily** from the list of options.
6. The entry date (JUN 26, 1995) is automatically entered as the From date. Select the final repeat date for the To field. Touch the day box, then touch ▲ three times (or enter *06 30 1995* from the keyboard).
7. Touch **Repeat.**
   Your five-day vacation is now stored. Select a calendar view to confirm your vacation has been entered.

☞ • To repeat an entry that has already been stored, display its details and then proceed from step 4.
• Repeated data has RPT shown at the right in Index or Day view.

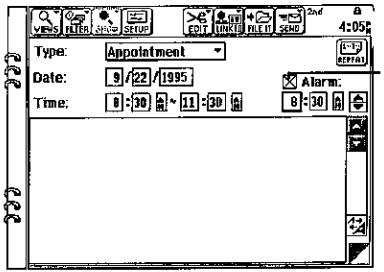
Deleting Repeat Appointments

When deleting a Repeat Appointments entry, you can choose between deleting the single repeat entry or deleting all repeated entries.

Appointment alarms

Alarms can be set to remind you of appointments.

- You can set an alarm for any Appointment entry that has a start time set.
- If the unit is off when an alarm is due, the alarm will still sound.
- After setting an event alarm, 🔔 appears in Index View.



☞
- To set an alarm for an entry that has already been stored, display the entry in Detail View, touch the Alarm check box and set the alarm time.
- You can also set daily alarms in World Clock, see p. 63.

Clearing a set alarm

To clear an alarm that has been set for an Appointment entry, display the entry in Detail View, touch the Alarm box to deselect the Alarm, then press **ENTER** to save the change. You can also disable all set alarm sounds, see p. 83.

Birthday/Anniversary

Birthday/Ann helps you keep track of annual events, such as anniversaries and birthdays. Birthday/Ann entries are indicated in the Month calendar view by 🎂.

Reminder function

The Reminder function can be set to remind you of a birthday or anniversary. To set the Reminder function, check the Remind box and select **On That Day** or **7 Days before.** Whenever you turn on your unit within the Reminder period, the start-up display will include a Birthday/Ann Reminder message.

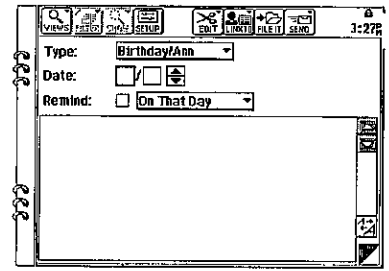
- When you no longer need a reminder, turn it off.
- If the Birthday/Ann entry is secret, the reminder message shows only ***. Unlock the unit to see the reminder details.

Making new entries in Birthday/Ann

Example: Enter Joe's Birthday on May 17 and set the remind function for 7 Days before.

To make a Birthday/Ann entry:

1. In Activities, touch **EDIT** and select "**New Birthday/Ann**".



2. Touch the date boxes, then use ▲▼ to enter 0517. Year is not required.

3. Enter *Joe's Birthday* as a description.

4. Touch the Remind check box and select "**7 Days before**" from the pop-up menu.

5. To complete the entry, press **ENTER**.

Finding Birthday/Ann entries

Birthday/Ann entries are stored in chronological order.

You can find a Birthday/Ann entry using the calendar views, the Index View, or a keyword search. Use the same procedure described in "Finding Appointment entries".

Deleting entries

Deleting single entries:

1. Select the entry in Index or Detail View or touch the entry in Day view.
2. Touch **EDIT** and select "**Delete Entry**".
3. Touch **Yes** to confirm the deletion.

★ In Index View or Day view, you can also delete single entries by pressing **DEL** in step 2 above.

Deleting all Birthday/Ann entries:

1. Touch **EDIT** and select "**Delete Group**".
2. Check that the selection is Birthday/Anns and All.
3. Touch **Delete**.
4. Touch **Yes** to confirm the deletion.

☞ You cannot delete groups of entries if the unit is locked, see p. 87.

Holiday

Holiday helps you keep track of annual holidays. Holidays are indicated in calendar views by 🎗.

Making new entries

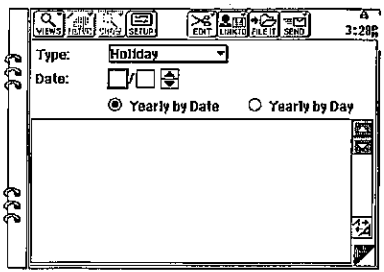
There are two types of Holiday entries, those like New Year's Day that occur on a specific date every year (Yearly by Date), and those like Mother's Day that occur on a specific day (Yearly by Day). Yearly by Date is the default entry type.

Yearly by Date Holiday

Example: Make a Holiday entry for New Year's Day.

To make a new Yearly by Date Holiday entry:

1. In Activities, touch **EDIT** and select "**New Holiday**".



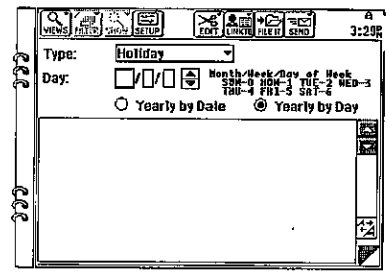
2. Check that **Yearly by Date** is selected.
3. Touch the Date boxes, then use ▲▼ to select 1 1 (month and day only, year is not required).
4. Enter *New Year's Day* as a description.
5. To complete the entry, press **ENTER**.

Yearly by Day Holiday

Example: Enter "Mother's Day" on the second Sunday in May.

Enter a new Yearly by Day Holiday:

1. In Activities, touch **EDIT** and select "**New Holiday**".
2. Select **Yearly by Day**.



3. Touch the Date boxes, then use ▲▼ to select 520 (Month/Week/Day of week).
Day of week: SUN=0, MON=1, TUE=2, WED=3, THU=4, FRI=5, SAT=6
If "5" is entered for week the last week (4th or 5th) is always selected.
"Last" is displayed in Index View.

4. Enter *Mother's Day* as the description.

5. To complete your entry, press **ENTER**.

Finding Holiday entries

Holiday entries are stored in chronological order.

To view details from the Index list:

1. In Activities, touch **VIEWS** and select "**Holiday Index**".

2. Touch the Yearly by Date or Yearly by Day tabs to view the desired Holiday Index.

3. Touch an entry to select it.
If the desired entry is not displayed, use the scroll bars to find the entry (or press **PREV** or **NEXT**).

4. Touch **VIEWS** and select "**Details**".

★ Touch the entry twice to examine details.

Using calendar views

In calendar views, Holiday entries are indicated by ♆. You can access Holiday entries from calendar views by touching the desired entry twice, see p. 116.

Deleting entries

Deleting single entries:

1. Select the entry in Index or Detail View.
2. Touch **EDIT** and select "**Delete Entry**".
3. Touch **Yes** to confirm the deletion.

★ In Index View or Day calendar view you can also delete single entries by pressing **DEL** in step 2 above.

Deleting all Holiday entries:

1. In Index or Detail View, touch **EDIT** and select "**Delete Group**".
2. Select Delete "**Holidays**", and "**All**", "**in Holiday by Date**" or "**in Holiday by Day**" from the pop-up menus.
3. Touch **Delete.**
4. Touch **Yes** to confirm the deletion.

☞ You cannot delete groups of entries if the unit is locked, see p. 87.

To Do helps you meet deadlines and add structure and efficiency to your work. To Do lets you organize and track tasks and objectives, assign priority levels, and attach up to five labels to each entry so they can be grouped together. To Do entries are automatically categorized as To Be Done, Done or Monthly Goal.
New To Do entries can have a due date, a description, and a priority level. The LABELS icon lets you define and assign labels that are used to manage tasks by project, personnel, etc.
Display of To Do entries in calendar views differs according to the Due Date field contents, as follows:

- Entries with no due date are shown on Today's date and are automatically carried forward each day until completed.
- Entries with a due date (month, day and year) are shown only on that date. Once a To Do with a due date is "past due" it will also carry forward until completed.
- Entries with a due date that has no day, but with a month and year, become Monthly Goals and appear in a box on the Month calendar view.

Priority levels

You can enter a number (0-9) or an uppercase letter (A-Z) in the priority field to indicate the task importance.

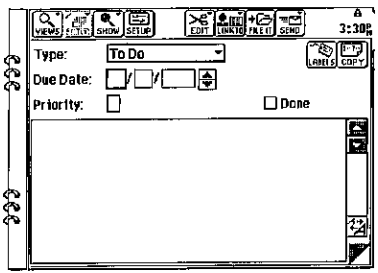
- Numbers have higher priority than letters.
- Do not use symbols or accented characters.

Making a new To Do entry

Example: Enter "Preparation of the Alpha project proposal for John" as a priority 1 To Do task.

To make a To Do entry:

1. From the Day view, touch **EDIT** and select **"New To Do"**.



☞ Note that from the Calendar views, the currently selected date will automatically be entered into the new To Do. From the To Do detail view or Index view, no due date will be entered.

2. Use the cursor keys to move to the description field and enter 1 into the priority field.

3. Use the cursor keys to move to the description field and enter *Prepare Alpha project proposal for John* as a description.

4. To complete your entry, press **ENTER**.

☞ The date and priority fields are optional.

Entering a Monthly Goal

If you enter only the month and year for the Due Date (with no day), the entry becomes a Monthly Goal and is displayed in the Monthly Goal list of the Month calendar view.

Example: You must read a manuscript by the end of August.

To make a Monthly Goal entry:

1. Touch **EDIT** and select "**New To Do**".
2. Select the Due Date field, then use ▲▼ to enter 8 as the month, skip the day and enter 1995 as the year.
3. Enter *Read manuscript* as a description.
4. To complete your entry, press **ENTER**. The entry is displayed in the Monthly Goal To Do Index.

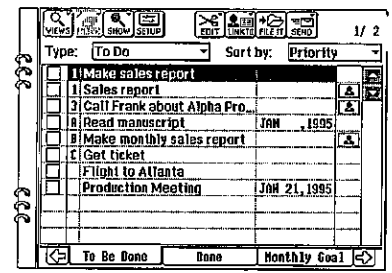
Finding To Do entries

Index View shows To Do entries sorted by priority or date. The default setting is Sort by Priority. Entries with a set priority are displayed first (in order of number, then letter), followed by entries with no assigned priority.

You can select Sort by Date to display entries in chronological order sorted by date. Select Sort by Priority to return to an index sorted by priority.

Use Index View to find a To Do entry:

1. Touch **VIEWS** and select "**To Do Index**".



2. Use the To Be Done, Done and Monthly Goal tabs to locate the entry you desire. If you do not see the entry immediately, use the scroll bars to move through the lists.
3. Touch the entry twice to see the details.

Using keywords

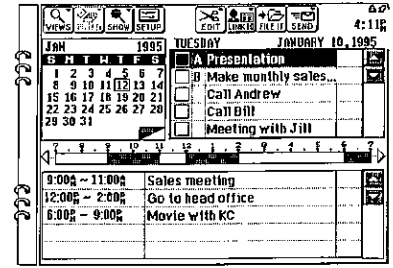
You can use a keyword search for any field, including Date and Priority, to directly access an entry.
For more information, see General Operation.

Checking off completed entries

Once you achieve a target or goal, it is important to check off that entry as done so that you can focus on tasks that are still outstanding.
Entries marked "Done" are sorted into the Done file and the completion date is indicated in the calendar views. You can check off completed entries using calendar views (check off completed entries while reviewing your daily schedule) or the To Do Index.

To check off To Do entries from Day view:

1. Select the Day view.
2. Select the date you want to check.
   The To Do list is in the upper right of the display. If the entry you want to check off is not shown, use the scroll bars to move through the list.



3. Touch the check box to the left of the To Do entry.
   If the box shows ✓, the entry is marked as completed on today's date and sorted to the Done file.

To check off To Do entries from Index or Detail View:

1. In Detail View, check the "Done" box.
   In To Do Index, touch the check box to the left. The box has a ✓ to indicate it is done.
2. The entry is marked as completed with today's date and is sorted into the Done file.

☞ If you mistakenly check off an entry as completed, you can deselect the entry by touching the check box again. However, if you do this, the entry is saved without a due date.

Using Labels

Labels are fields you can specify that contain up to 12 characters. Labels are assigned to To Do entries and used to manage information by grouping tasks by project, personnel or other criteria.

- Up to 32 labels can be defined, and each To Do entry can have up to five labels assigned to it.
- Once a word is entered as a label, that word is automatically registered and sorted alphabetically in the label list (from which you assign entry labels).
- You can also add, edit and delete labels directly in the label list.

☞ Take care when adding labels directly to the list, as uppercase and lowercase letters are recognized as separate labels.

Making To Do entries with labels

Example: Enter "Call Frank about Alpha Project" on Mar 15, 1995.

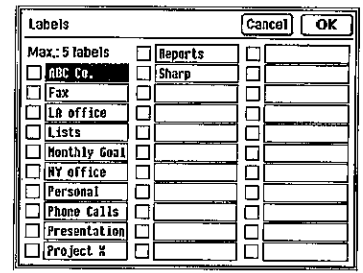
To make a To Do entry with labels:

1. In Activities, touch **EDIT** and select "**New To Do**".

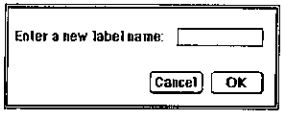
2. Enter the date you require.
   Touch a date box, then use ▲▼ to select 3 15 1995.

3. Enter *Call Frank about Alpha Project* as a description.

4. Touch the **LABELS** icon.



Touch an empty label twice.



Enter *Alpha Pro* and touch **OK** to register this label.

5. Touch another empty label twice.
Enter *Phone Call* and touch **OK** to register the label.

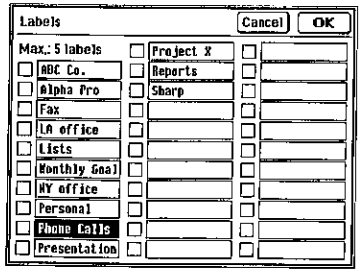
6. To select these two labels, check the box to the left of Alpha Pro and Phone Call so a cross appears.

7. Touch **OK** to complete the label entry and selection.

8. To complete the To Do entry, press **ENTER**.
The new entry is shown in the To Be Done Index.
Touch ⇨ and ⇦ to view the label tabs.

To assign labels using the Labels list:

1. Select the To Do entry, then touch **SHOW** and select "**Labels**".



2. To assign a label to the To Do entry, touch the check box to the left.
   - Each entry can have a maximum of five labels.
   - The Labels list is sorted alphabetically and can contain a maximum of 32 labels.

3. When you complete your label selections, touch **OK**.

Reviewing the To Do list by Labels

You can check the entries assigned to a specific label.

To review To Do entries by label:

1. Touch **VIEWS** and select "**To Do Index**".
2. Touch the ⇨ (or ⇦) tab at the bottom of the To Do Index to display the Label tabs. Each time you touch the ⇨ or ⇦ tab, the display moves across three Labels.
3. Touch a Label's tab to see the list of To Do entries that have that label assigned.
4. When you have completed your review, touch ⇦ to return to the To Do Index display.

Editing labels

In the Labels list, you can directly edit labels, add new labels or delete unused labels. If you edit a label, the change is reflected for all entries with that label assigned.

To edit the labels list:

1. From the To Do Index, touch **SHOW** and select "**Labels**".
2. To add a new label, touch a blank label twice. Enter the new label text, then touch **OK**.
3. To edit an existing label, touch the label twice. If the selected label is already assigned to an entry, touch **Yes** to confirm the selection. Make your changes directly to the label, then touch **OK**.
4. To delete a label, select the label in the list, then press **DEL**. Touch **Yes** to confirm deletion.
   If the label is currently in use, it cannot be deleted.
5. When you complete your Labels list changes, touch **OK**.

Copying a To Do entry

The COPY icon in the To Do Details view lets you copy the entry. This feature is very convenient for making To Do entries that are repeated on a regular basis. You can define the frequency and set the copy period.

Frequency can be selected from: Daily, Daily (Work Days Only), Every Week, Every Other Week, Every Month (by Date) or Every Month (by Day of Week). Every Month is only available for Monthly Goal.

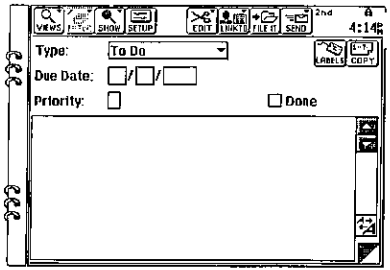
Check the Last Week of Each Month box to repeat the entry on the same day of the last week each month.

The Period is defined by selecting From and To dates. The due date is automatically selected as the From date.

Example: Enter a Production Report that is due every other week starting on April 14, 1995, until the end of September.

To copy a To Do entry:

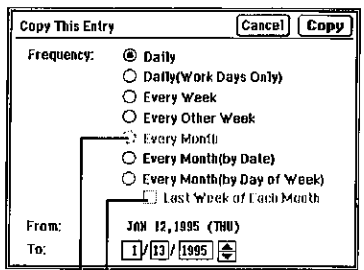
1. Touch **EDIT** and select "**New To Do**".



2. Touch the Due Date field, then use ▲▼ to select 4 14 1995 for Friday April 14, 1995.

3. Enter *Production Report* as a description.

4. Touch **COPY** in the upper right of the display.



5. For frequency, select **Every Other Week**.

6. APR 14, 1995 (FRI) is automatically selected as the From date.
Touch the To date, then use ▲▼ to select 9 30 1995.

7. Touch **Copy** to complete the entry.
Use the To Do Index to check that the entry has been copied.

Deleting To Do entries

Deleting single To Do entries:

1. Select the entry in the To Do Index or Detail View.

2. Touch **EDIT** and select "**Delete Entry**".

3. Touch **Yes** to confirm the deletion.

★ In Index View or Day calendar view, you can also delete single entries by pressing **DEL**.

Deleting groups of To Do entries:

1. In Index View, select the file containing entries you want to delete.

2. Touch **EDIT** and select "**Delete Group**".

3. Select "**All**", "**in Current View**" or "**Checked as Done**".

4. Touch **Delete** and then touch **Yes** to confirm deletion.

☞ You cannot delete groups of To Do entries if the unit is locked, see p. 87.

Changing Activity type

You can change the Activity type if necessary. For example, you can change an Appointment entry to a To Do entry, and the opposite is also possible.

CHAPTER 5
Databases

This section describes the use of Contacts and Data Files. These are personal database applications and they both have similar functions. The only difference between them is that they have different default file and field names for different types of information. These two applications are very flexible so you can manage a wide variety of personal information, from simple address books to a restaurant guide or a listing of your favorite movies. You can also, for example, make a simple "picture book" database for storing Scrapbook images.

Contacts and Data Files

Both applications have three files in which you can store information:

- The three files for Contacts (Business, Contact 2 and Contact 3) are set by default to work as simple, efficient address books.
- The three files for Data Files (Data File 1, Data File 2 and Data File 3) can be configured for many uses including a business card file, a restaurant guide (with maps) and other miscellaneous applications.

Examples

Procedures used for Contacts and Data Files operations are similar. Contacts will be used for the examples provided, but the procedures are the same for Data Files.

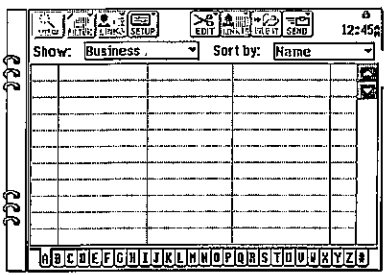
Selecting a file

Before beginning a particular database operation, you must first select the file you want to work with.

To select a Contacts file:

1. Touch **CONTACTS** at the right of the display.

2. If Detail View is displayed, touch **INDEX** at the top left to select Index View.



3. To choose the Contacts file for display, touch the **Show** button and select the file from the pop-up menu.
   Choose from Business, Contact 2 or Contact 3.

4. To select the field used to sort the Index entries, touch the **Sort By** button and select the field from the pop-up menu.
   If you want to scroll the menu use ▲▼.

5. The current index tab is shown at the bottom of the display.
   To scroll to entries beginning with a different letter, touch the appropriate tab. For example, if you touch the "H" tab, you will see the entries beginning with H at the top of the list.
   If you want to move between Contacts entries and Data Files entries, touch the application key.

Making a new Contacts entry

When making new Contacts (or Data Files) entries, note the following:

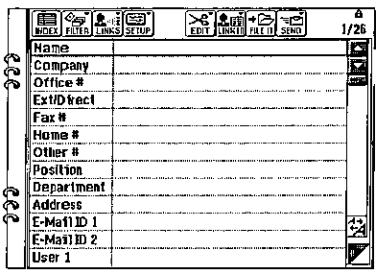
- The first field must always contain information. If you do not enter a description in the first field, "untitled" is displayed
- If the file is sorted by name, we recommend you enter the last name first so entries are sorted by last name. Use a comma (",") to separate last name and first name.
- You can only enter graphic images in a picture field, see p. 154.

Example: Enter Jonathan Smith of Brown Corporation in the Contact 1 Business file.

To make the Contact 1 entry:

1. Touch **CONTACTS**.

2. Touch **EDIT** and select "**New Business**".



3. Enter the required information into each field.
   Select the Name field and enter *Smith, Jonathan*.
   Move to the Company field and enter *Brown Corp*.

4. When you complete your entry, press **ENTER**.

Finding entries

Contacts and Data Files entries are stored alphabetically based on the contents of the currently selected sort field. You can find and display an entry by two methods:

- Using Index View
- Keyword search

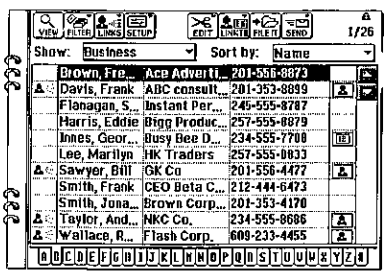
Using Index View

Example: Find the Contacts Business file entry for Jonathan Smith of Brown Corporation.

To find the entry using Index View:

1. Touch **CONTACTS**.
   If necessary, touch INDEX to display Index View.

2. Touch "**Show:**" and select "**Business**" (Contact 1) from the pop-up menu.


VIEW
FILTER
LINKS
SETUP
EDIT
LINK
FILE IT
SEND
1/26
Show: Business
Sort by: Name
Brown, Fre... Ace Advertl... 201-556-8878
Davis, Frank ABC consult... 201-353-8099
Flanagan, S... Instant Per... 245-555-8787
Harris, Eddie Bigg Produc... 257-555-8879
Innes, Geor... Busy Bee D... 234-555-7700
Lee, Marilyn HK Traders 257-555-0033
Sawyer, Bill GK Co 201-556-4477
Smith, Frank CEO Beta C... 212-444-6473
Smith, Jona... Brown Corp... 201-353-4170
Taylor, And... NKC Co. 234-555-8686
Wallace, R... Flash Corp. 609-233-4455
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

3. Touch the "S" tab to find the required entry - Smith. If you cannot see the entry, use the scroll bars to move further through the list.

4. Select the entry, then touch **VIEW** to see the details.

★ You can also touch the entry twice to see the details.

Keyword search

If you are not sure of the entry name, but you know a word that appears in the entry, then keyword search can be used to find it.

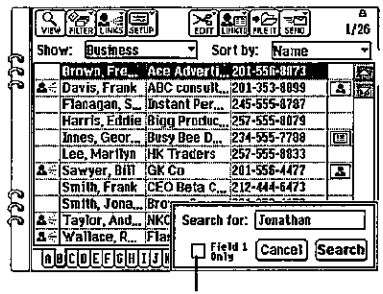
- The keyword search function does not distinguish between uppercase and lowercase letters.
- The search can be limited to Field 1 only.
- A message indicates if no entries contain the keyword.

For more information on keyword search, see p. 106.

To use keyword search to find an entry:

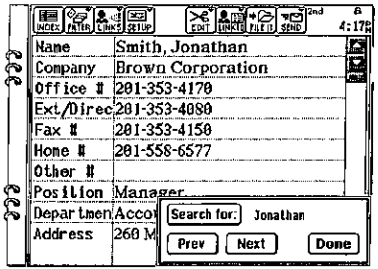
1. Select the Contacts Index View.
Touch "**Show:**" and select "**Business**" from the pop-up menu.

2. Enter the keyword *Jonathan* directly from the keyboard.



Check the Field 1 Only box if required.

3. Touch **Search**.
The first entry that contains the keyword is displayed in Detail View.



- Touch **Next** or **Prev** to see other matching entries.
- Touch **Search for** to change the search criteria.
- Touch **Done** to close the search.

Filter function

The Filter function is available for both Contacts and Data Files. Filter function lets you filter your database files to display only entries with matching field content(s). For more information on the Filter function, see p. 96.

Link function

The Link function is a powerful feature that lets you link related information.
Any entry or document can be linked to any Contacts or Data Files entry. This allows you to do the following:

- You can jump directly to a Contacts or Data Files entry from a linked entry.
- While viewing a Contacts or Data Files entry, you can view a list of linked entries. You can also jump directly to any of these linked entries.

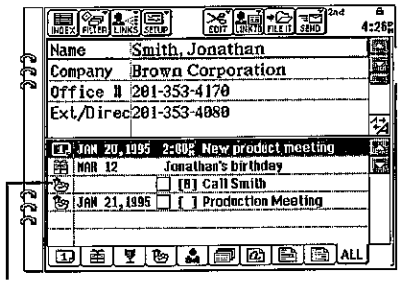
Linked Entries

Before you can start using the Link function to find related entries, you must first establish the links. From Contacts and Data Files, you can make links using:

- New Linked Entry
- Link by Searching

From all applications, you can make links to existing entries using:

• Link To



Linked entries can be viewed from a Contacts entry.

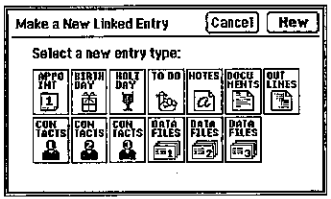
New Linked Entry

While viewing a Contacts (or Data Files) entry, you can create new entries that will automatically be linked to the Contacts (or Data Files).

To make a New Linked Entry:

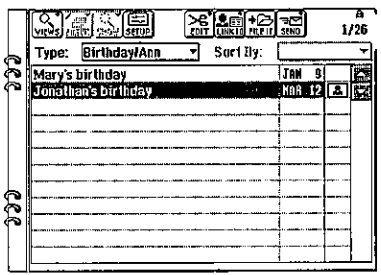
1. Open the Contacts Business file and select the desired entry.

2. Touch **LINKS** and select "**New Linked Entry**".



3. Select **BIRTHDAY** and then touch **New**.

4. Complete the Birthday entry and press **ENTER**.
The new Birthday entry is shown in Index View.



5. To move back to the related Contacts entry, change to Index View, then touch [icon] at the right of the new Birthday entry.

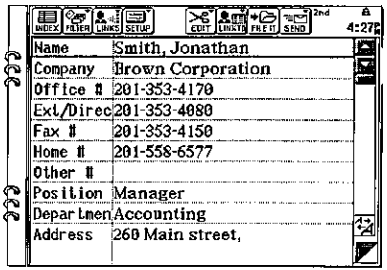
☞ If the entry is linked to only one Contacts entry, touch [icon] and details of the Contacts entry is displayed. When the entry is linked to more than two Contacts entries, touch **Jump**.

Link by Searching

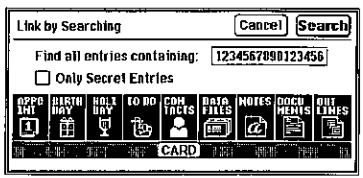
The Link by Searching function can link a Contacts or Data Files entry to all related entries that contain a keyword.

To use Link by Searching:

1. Open the Contacts Business file and select the entry to be linked to.



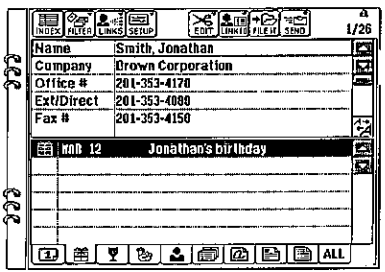
2. Touch **LINKS** and select "**Link by Searching**".



3. Enter the search keyword.
   - Search function does not distinguish between uppercase and lowercase letters.
   - You can limit the search to secret entries by checking the Only Secret Entries box.

4. As a default, all applications are selected for the search. Touch any application icon to deselect it.

5. Touch **Search**.



The search is completed and you can view the linked entries.

Viewing linked entries

To see Linked entries in the Contacts Detail View, touch **LINKS** and select "**Show Linked Entries**".
- Touch any application tab at the bottom of the display to see linked entries in that application.
- Touch the ALL tab to see a list of all linked entries.
- To conceal Linked entries, touch **LINKS** and select "**Hide Linked Entries**".

Link To function

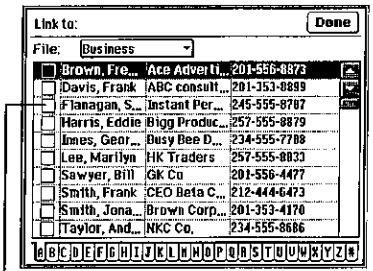
The Link To function provides a method of linking entries from any application to Contacts or Data Files entries.

To use the Link To function from an Appointment entry:

1. Select the Appointment entry in Index or Details view.
   (You can also use the calendar Day view.)

2. Touch **LINK TO** and select "**Contacts**".

3. To make each link, check the link box to the left of the entry.
Repeat for as many linked entries as you desire.
You can also select a file using the "File:" pop-up menu.


Link to:
Done
File: Business
Brown, Fre... Ace Advertí... 201-556-8873
Davis, Frank ABC consult... 201-353-8899
Flanagan, S... Instant Per... 245-555-8787
Harris, Eddie Bigg Produc... 257-555-8879
Innes, Geor... Busy Bee D... 234-555-7788
Lee, Marilyn HK Traders 257-555-8033
Sawyer, Bill GK Co 201-556-4477
Smith, Frank CEO Beta C... 212-444-6473
Smith, Jona... Brown Corp... 201-353-4170
Taylor, And... NKC Co. 234-555-8686
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #
Check the link boxes at left to make links.

4. When you complete your link selection, touch **Done**.
The Appointment entry is shown in Index View with [👤] to the right.

5. To jump to the linked Contacts entry, touch [👤] select the desired entry, and then touch Jump.

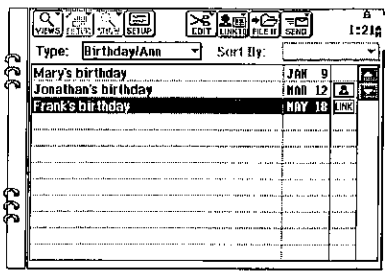
Jump To function

The Jump To function lets you move from entries in other applications to linked Contacts or Data Files entries.

- If the entry in the other application has links to Contacts, you will see [👤] to the right.
- If the entry has links to Data Files, you will see [☰].
- If the entry has links to both Contacts and Data Files entries, you will see [LINK].

To use the Jump To function:

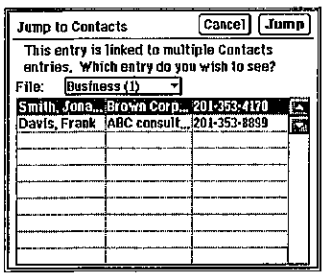
1. Select a Birthday/Ann Index entry with links.



2. Touch [👤], [☰] or [LINK].

3. For [LINK], select CONTACTS or DATA FILES and touch **OK**.

If you jump to Contacts:



If there is only one link, the Jump To display above is not shown, and that entry is shown in Detail View.

4. If there is more than one link, select the required entry and then touch **Jump**. Otherwise, you will jump directly to the linked entry.
The linked Contacts (or Data Files) entry is shown in Detail View.

Breaking Links

You may want to break links you have made. For example, you may have made an incorrect link and want to break that link before making the correct link.

To break links you have made, select the linked entry and then touch **LINKS** and select "**Break Link**" or "**Break All Links**".

- **Break Link** lets you select and break an individual link.
- **Break All** Links lets you break all links to any entry.

Editing Contacts and Data Files entries

You can edit and delete Contacts and Data Files entries in a similar manner to other applications. For more information on editing and deleting, see General Operations, p. 103, 108.

To edit a Contacts entry:

1. Display the Contacts entry in Detail View.
2. Touch the desired field and make the changes directly to the field.
3. When you complete your changes, press **ENTER**.

☞ If you change the contents of the first field, the entry will be sorted again.

To delete a single Contacts entry:

1. Select the Contacts entry in Index or Detail View.
2. Touch **EDIT** and select "**Delete Entry**".
3. Touch **Yes** to confirm the deletion.

Deleting Groups of entries

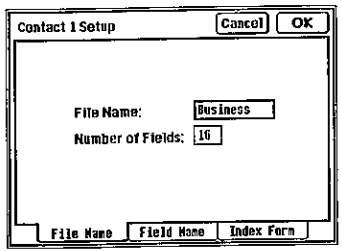
You can use EDIT Delete Group to delete groups of Contacts or Data Files entries. Select group deletion from: All entries; all in Contact 1; all in Contact 2; or all in Contact 3. For more information, see p. 109.
You cannot use "Delete Group" if the unit is locked, so unlock it first with the Password function.

Picture fields

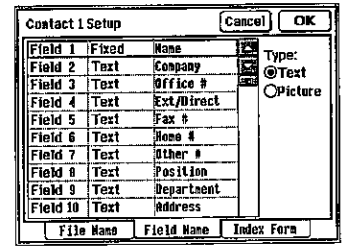
For files in both Contacts and Data Files, you can change text fields to picture fields, and new pictures can be created from these picture fields. These pictures can be hand-drawn maps, handwritten notes or signatures. Drawings created in Scrapbook can also be copied and pasted to picture fields.

To create a picture field:

1. In Contacts Index or Detail View, touch **SETUP** and select the file in which you want to create the picture field.



2. Select the Field Name tab at the bottom.



3. Move to the field that you want to change, and then select Picture.

4. Touch and edit the field name as desired.

5. When you complete your changes, touch **OK**. Touch **Yes** to confirm the changes.
   Check your changes in Contacts Detail View.

Adding a picture to an entry

To add a picture to any entry, that file must have at least one field set up as a picture field.

- Touch "Empty picture field" twice to open the picture drawing screen. You can then draw directly. After drawing, touch **OK**.

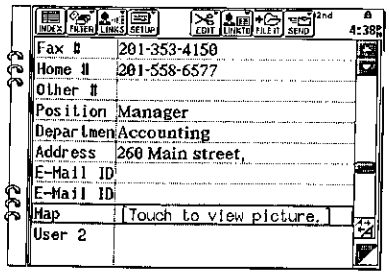
To add a picture to a Contacts entry:

1. Touch **SCRAPBOOK** and display the required drawing (if necessary, create the drawing).

2. Copy the drawing to clipboard.
   Touch **EDIT** and select "**Copy**" (or press **2nd C**).

3. Touch Contacts and move to the required picture field.

4. Touch **EDIT** and select "**Paste**" (or press **2nd V**) to paste the picture into the field.



The message in the field changes from "Empty picture field" to "Touch to view picture."

5. Touch the field to view or edit the picture.

★ In step 2, to save memory you can cut the drawing. This will cut the drawing from Scrapbook and copy it to the clipboard. Touch **EDIT** and select "**Cut**" (or press **2nd X**), then touch **Yes** to confirm.

Editing contents of picture fields

The contents of picture fields can be edited directly within Contacts or Data Files.
For example, you may want to edit the map in a map field.

To delete picture field contents:

1. Display the Contacts or Data Files entry and select the picture field with the contents you want to delete.

2. Press **DEL** and touch **Yes** to confirm deletion. Deleting a picture from a Contacts or Data Files picture field does not affect the original picture.

3. The picture is deleted and the field message now reads "Empty picture field".

You can customize Contacts or Data Files in the following three ways:

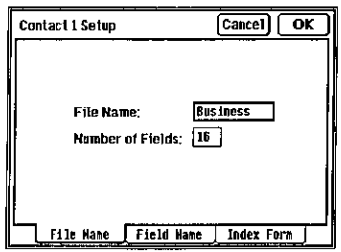
- File names:
  Each file can have a new name of up to 10 characters.
- Fields:
  You can change field names (up to 12 characters), field type (text or picture), and the number of fields that each entry can have (up to 16).
- Index View display:
  For Index View, you can determine which three fields are displayed and adjust display widths for each field.

Configuring Contacts and Data Files

Contacts and Data Files can be configured using SETUP from the tool bar.
Changing Contacts set up:

1. Touch **CONTACTS.**

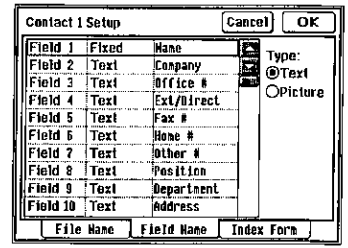
2. Touch **SETUP** and select Contact 1, 2 or 3.



The File Name tab should be initially selected. If not, touch that tab to select it.

3. Touch the "File Name:" field to enter a new file name.
Touch "Number of Fields:" to enter a new number.
- You can use up to 10 characters for File Name.
- You can have up to 16 fields.

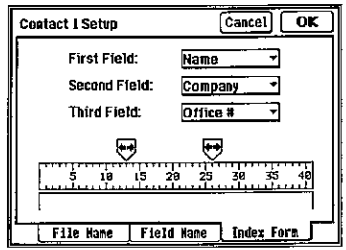
4. Touch the Field Name tab to select it.



5. Select any field and enter the new name.
- You can enter up to 12 characters for Field Name.
- Select Text or Picture to change the field type. If you change the field type, all previous entries in that field are deleted.
- The first field is always fixed as a text field. This cannot be changed.

☞ The field type for Field 1 is fixed as text. You can specify the field type as picture or text for any of the remaining 15 fields. Note that pictures use more space than text and memory is limited.

6. Touch the **Index Form** tab to select it.



7. Touch "First Field:" and select the First Field name from the pop-up menu.
   - Index View can have up to three fields.
   - Repeat this process for the Second and Third Field.

8. Touch the field separator icons ◀▶ and adjust them to suit your requirements.

9. To complete your changes, touch **OK**.
   Check your changes in the new Index View display.

Fax number field

The Fax number field is used by the fax function for automatic dialing. The Contacts Business file (Contact 1) has a Fax # field as a default setting, but Fax # field must be set up for Data Files. Use the above procedure to do this, but in step 5, enter Fax # as one of your fields.

☞ When entering fax numbers in the Fax # field, be sure to include hyphens in appropriate places. A hyphen is required following the area code for the fax function to pause and dial correctly.

CHAPTER 6
Writing and Letters

This section explains the features of the powerful writing tools. These tools include: Notes, which lets you take handwritten notes and comments at meetings; Documents, a built-in word processor; and Outlines, a simple but powerful outline package for structuring your thoughts and ideas. Used together, these three applications provide powerful documentation capabilities in a convenient, hand-held device.

Notes

Notes provides a simple yet powerful means of recording information. Notes lets you easily record handwritten notes and drawings. This can be very convenient during meetings when you are too busy to enter text through the keyboard.

After your meeting is over, you can review your notes and comments, add titles from the keyboard and then use these notes as a reference while working with other applications such as Documents.

Taking Notes

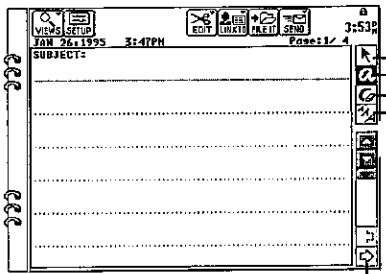
Making a Notes entry at a meeting or appointment is very quick and easy. Notes has the following features:

- The drawing tools are at the right.
- A drawing can be selected by touching it for a few seconds. It can then be moved, reduced or deleted.
- The first line becomes the default topic title.
- Use the scroll bars to move up and down the entry.
- Use ⇦ and ⇨ to move to other pages.
- Touch **VIEWS** and select Show/Hide Grid Lines.
- To link your Notes entry to Contacts or Data Files entries, touch **LINK TO**.

To make a Notes entry:

1. Touch **NOTES**.

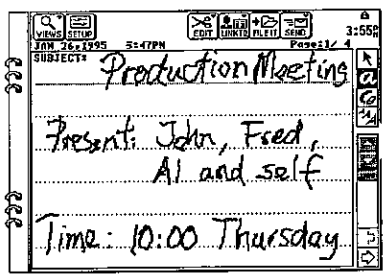
2. Touch **EDIT** and select "**New Note**".



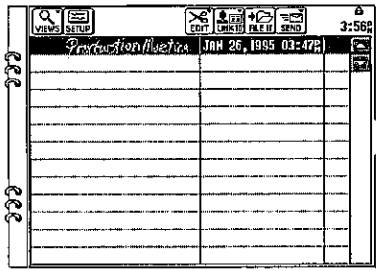
- Selects a drawing.
- Writing tool (default)
- Erases the last drawing, and subsequent touches erase previous drawings.
- Use ↖ to select the drawing then touch 🔍 to reduce/enlarge the size of the drawing.
- Moves to the next page.

★ Press NEW ENTRY

3. Use the touch pen to write your notes directly on the display.

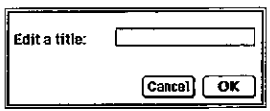


4. When you complete your Notes entry, press **ENTER**.



The first line is used as the title in the Index.

5. To change the title, touch **EDIT** and select "**Topic Title**".



6. Enter the title, then touch **OK**.

☞
- When drawing lines across the screen, always draw from left to right; otherwise the line may not be stored correctly.
- If you want to write something at one edge of the screen and something else at the opposite edge, make sure the first item has registered before starting the second.
  Otherwise the items may not be stored correctly.

Notes window

If you touch **VIEWS** and select "**Window**", Notes changes to a moveable window. You can still see the Notes window while you open and use other applications. This is very convenient because it allows you to transcribe Notes contents to other applications.

- To move the Notes window, touch the top left corner and drag the window to the new location.
- To close the window, touch **QUIT**.
- To return Notes to a full display, touch **VIEW**.
- To scroll entries, touch ◩.
- To scroll within an entry, use the scroll bars or ⇦ ⇨.

Locking the keyboard

You may want to lock the keyboard to prevent accidental key input when you are using Notes.

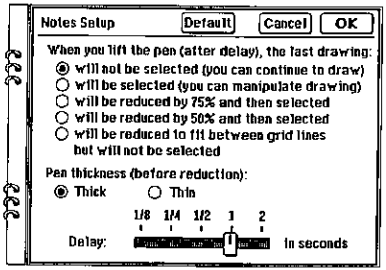
- The keyboard is locked as the default setting.
- Press 2nd **L** to lock/unlock the keyboard.
- When the keyboard is locked, only the OFF, ENTER and 2nd function keys will operate.
- When the keyboard is locked, writing is not possible if simultaneously depressing keys.
- Keyboard lock only works with Notes.

Changing Notes Setup

You can change Notes Setup to suit your own style.

To change Notes Setup:

1. Touch **SETUP**.


Notes Setup
Default
Cancel
OK
When you lift the pen (after delay), the last drawing:
will not be selected (you can continue to draw)
will be selected (you can manipulate drawing)
will be reduced by 75% and then selected
will be reduced by 50% and then selected
will be reduced to fit between grid lines but will not be selected
Pen thickness (before reduction):
Thick
Thin
1/8 1/4 1/2 1 2
Delay:
In seconds

2. After drawing action can be selected from:

- Will not be selected (you can continue to draw). (default)
- Will be selected (you can manipulate drawing).
- Will be reduced by 75% and then selected.
- Will be reduced by 50% and then selected.
- Will be reduced to fit between grid lines but will not be selected.

☞ If "will be selected" is selected, your last drawing will be automatically selected with the area tool so you can move it or delete it.

3. Pen Thickness (before reduction) can be selected from:
   - Thick
   - Thin

4. Drawing delay can be set to 1/8, 1/4, 1/2, 1 or 2 seconds. Use the touch pen to touch and drag the bar.
   Drawing delay determines when your handwriting becomes a single object for moving or deleting.

5. If there are any problems, touch **Default** to return to the default settings.

6. When you complete your setup, touch **OK**.

Review Notes

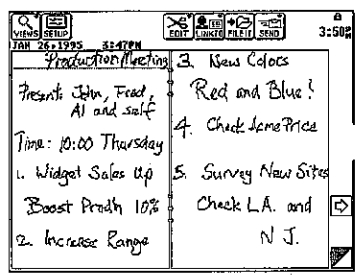
After your meeting, you can review your Notes entry, modify it as required and save it for future reference. The Review Notes function is also convenient for checking the layout of your Notes entry.

- Notes entries can contain up to eight "screens" (4 pages).
- The Review Notes mode provides a two-page view (half of a full Notes entry).
- You cannot edit in Review Notes so change to the Take Notes view.

To review your Notes entry:

1. Open the Notes entry.

2. Touch **VIEWS** and select "**Review Notes**".



Touch ⇦ and ⇨ to change to other pages.
Touch ◩ to change to other entries.

3. In Review Notes, touch the area to be edited and the display changes to Take Notes view.

4. When you complete your changes, press **ENTER**.

Edit Notes

- Use Delete Note to delete single entries.
- Use Delete Group to delete all Notes entries.

For detailed information, see General Operations on p. 109.

Documents

Documents is a built-in word processor that lets you set margins, tabs and indents. You can also select page size and change fonts. If you connect a printer to your unit, you can print out professional looking full-page letters, reports and other documents. The Make a Letter feature helps you produce high-quality letters with your own signature. You can use advanced editing techniques and the Check Spelling function helps you eliminate spelling mistakes.

To make a new Documents entry:

1. Touch **DOCUMENTS**.

2. Touch **EDIT** and select "**New Document**".

★ Press NEW ENTRY

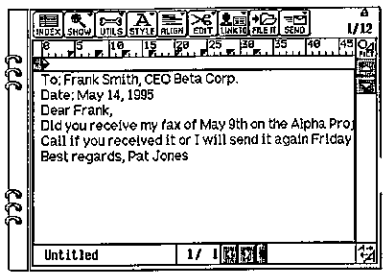
3. Enter the text for the new entry. Example:

To: Frank Smith, CEO Beta Corp.
Date: May 14 1995
Dear Frank,
Did you receive my fax of May 9th on the Alpha Project? Call if you received it or I will send it again Friday.
Best regards, Pat Jones

4. When you complete your entry, press **ENTER.**
The new entry is shown in Index View as Untitled.

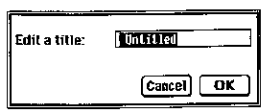
To edit a Document title:

1. Display the Documents entry in Detail View.



Titles can only be edited from Detail View (where the title is displayed at bottom left).

2. Touch **EDIT** and select "**Document Title**".



★ Touch the title displayed at bottom left.

3. Edit the title.
When you complete your changes, touch **OK.**

4. To save your entry with the new title, press **ENTER.**

Making a new entry based on an existing entry

Once you have written the memo to Frank, you may need to write a similar memo to someone else. Rather than creating another new memo, you can make a copy of this existing memo and change the addressee's name and address.

To copy an existing Documents entry:

1. Display the existing entry in Detail View.

2. Press **2nd ENTER** to copy that entry.

3. Edit the title to suit the copied entry.
When you complete your changes, touch **OK.**

4. From Index View, select the new copied entry, change to Detail View and make any changes necessary.

5. When you complete your changes, press **ENTER.**

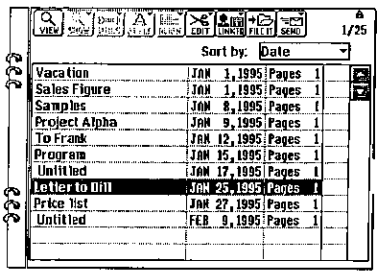
Finding entries

There are three ways to find an entry:

- Using Index View
- Keyword search
- Using the Search function

Using Index View to find a Documents entry:

1. Select the Documents Index View.


VIEW
EDIT
1/25
Sort by: Date
Vacation JAN 1,1995 Pages 1
Sales Figure JAN 1,1995 Pages 1
Samples JAN 8,1995 Pages 1
Project Alpha JAN 9,1995 Pages 1
To Frank JAN 12,1995 Pages 1
Program JAN 15,1995 Pages 1
Untitled JAN 17,1995 Pages 1
Letter to Bill JAN 25,1995 Pages 1
Price list JAN 27,1995 Pages 1
Untitled FEB 9,1995 Pages 1

2. To select the sort method, touch the "Sort by:" button, then select **Date** (chronologically by creation date) or **Title** (alphabetically) from the pop-up menu.
3. Use the scroll bars to move through the sorted Index and find the entry you require.
4. To display details, select the entry and touch **VIEW**.

Using Keyword search and the Search function.

For how to use keyword search and the Search function, see the General Operations section on p. 106.

Editing a Documents entry

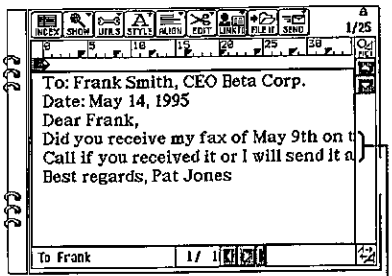
1. Select the entry in Detail View.
2. Make required changes directly to the entry. Use the scroll bars to move through the entry.
3. When you complete your changes, press **ENTER**.

Deleting Documents entries

For detailed information on deleting entries, see Chapter 3, General Operations on p. 109.

Changing display character size

In Documents Detail View, you can change the size of display characters by touching [Aa] at the bottom right. Each time you touch [Aa], the size cycles from 9 pt (default) to 12 pt to 7 pt and back to 9 pt.



Large characters may go off the display. Use the scroll bars to see them.

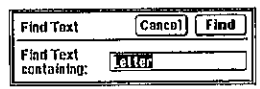
☞ Changing display character size does not affect the size of printed text. The large character size is easier to read, but the small size lets you fit more text on the display.

Find Text

When editing a Documents entry in Detail View, you may want to find a specific text string to edit or delete. Find Text can find text strings of up to 20 characters (including spaces).

To use Find Text in a Documents entry:

1. Touch **UTILS** and select **"Find Text"** (or press **2nd F**).



2. Enter the text string you want to find.
   Note that Find Text starts searching from the current cursor position.

3. Touch **Find**.
   The first matching text in the entry is highlighted. You can cut, copy, paste and edit as required.

4. To continue searching, repeat steps 1 and 3 above.
   - Find Text will continue from the last match.
   - The same text string can be used for many searches.
   - A message indicates if no matching text is found.

Text styles

Text styles add variety and emphasis to Documents entries.

- Text style is selected from the STYLE menu. A ✓ indicates current settings.
- Style is selected from Plain (default), Bold or Italic.
- Underline can be combined with Plain, Bold or Italic.
- Style settings remain in effect until another style is selected.
- Documents printed from your printer should also contain the text styles (consult your printer manual).

Text style keyboard shortcuts

You can use keyboard shortcuts to change text styles on the fly. Keyboard shortcuts (shown in the Style menu) are:

- Plain **(2nd Y)**
- Bold **(2nd O)**
- Italic **(2nd I)**
- Underline **(2nd U)**.

To change the text style for a Documents entry:

1. Open a Documents entry in Detail View.
2. Move to the desired location.
3. Touch **STYLE** and select the text style. For example, touch **Bold**.
4. Make your text entry.
   The text is displayed in the selected style.

Changing the style for existing text

To change the style of existing text, select the text by dragging the pen across it, then choose the text style from the menu (or use keyboard shortcuts).

- The style cannot be changed for the Title field.
- Underline remains in effect until plain is selected.
- Inserted text assumes the style of the text block.

Align

The ALIGN menu lets you change the alignment of the paragraph containing the cursor. Text alignment can be selected from Left, Center or Right.

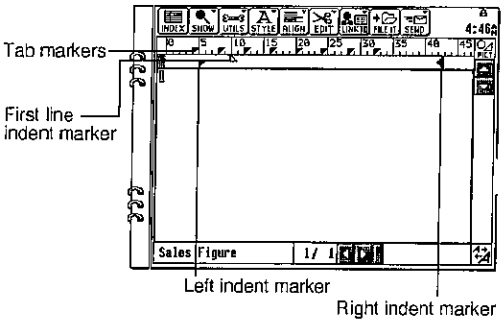
Tabs and indents

Tabs and indents let you format the appearance of text blocks. A tab changes an individual line, while an indent changes a paragraph and all following text until it is turned off or changed.

- Indents can be set from the left or the right.
- The first line of each paragraph can have a different indent setting to achieve special layout effects.

Setting tabs and indents

Tabs and indents are set using the ruler across the top of the display. The ruler is a standard feature with many word processors. The ruler is enabled with Show Ruler from the SHOW menu.

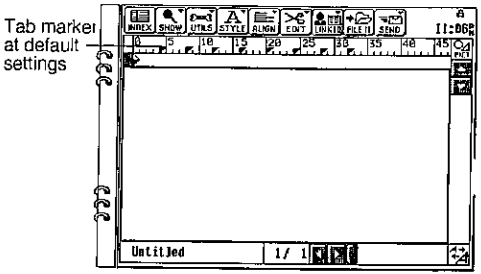


Tab settings

When entering text, you can enter a tab by pressing ⇧ **TAB** ([↵]). This moves the cursor to the next tab position to the right and shifts following text. There are eight tab markers at default settings four characters apart. You can change the default tab settings by dragging the tab markers to new locations on the ruler.

To change tab settings:

1. To see the ruler, touch **SHOW** and select "**Show Ruler**".



2. Touch the tab marker you wish to change and drag it to the new position.

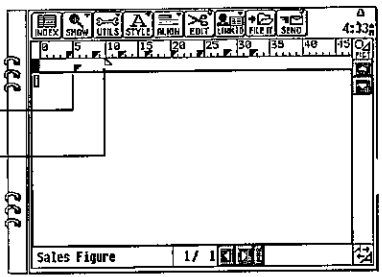
When you enter text with tabs, following text will now be affected by the new tab settings.

Indent settings

No Indent is the default setting. You can set different indents for individual paragraphs (which are preceded by a [↵]).

To change indent settings:

1. To see the ruler, touch **SHOW** and select **"Show Ruler"**.



2. Place the cursor in the paragraph you want indented.

3. To set the first line indent, touch the first line indent marker and drag it to the new position.

4. To set the left indent, touch the left indent marker and drag it to the new position.

5. To set the right indent, use the horizontal scroll bar to move to the right side, then touch the right indent marker and drag it to the new position.

☞ If Show Special Symbols is enabled, the indent indicator, "▮", is shown at the left of any paragraph that has an indent setting (first line, left or right).

Changing or canceling indents

You can change (or cancel) indent settings from those that were set earlier in a Documents entry. If you drag all indent markers back to their default positions, the indent indicator, "▮", is no longer displayed for that paragraph or following text.

To change indent settings:

1. Position the cursor in the paragraph (which is preceded by a [↵]) where you want the change to take effect.

2. Touch the desired indent markers and drag them to the new positions. That paragraph and following text will assume the new layout.

☞ New indent settings only start from a new paragraph (which is preceded by a [↵]).

Show/Hide Special Symbols

In the SHOW menu, Show/Hide Special Symbols has the following functions:

- Show Special Symbols - tab (➡), return (↵), page (P), indent (I), center align and right align symbols are displayed.
- Hide Special Symbols - special symbols are hidden.

Word wrap

The built-in word wrap function automatically moves words that will not fit at the end of a line to a new line. This prevents words from being split, and there is no need to press [↵]. Word wrap is permanently selected.

Document size

So far you have worked only in the limited space of the display. However, you can make Documents entries that fit standard letter-size paper so you can print out full-size documents. For more information on printing, see p. 190.

Display size

The unit's display is smaller than standard letter-size paper. For paper sizes larger than the display, the display functions as a floating window that moves around the page. As you enter text, the display automatically shifts across the page. The scroll bars can be used to view text that is currently off the display. You can also press **PREV** or **NEXT** to view the previous or next Documents entry.

Page Setup

You can use UTILS Page Setup to set the following:

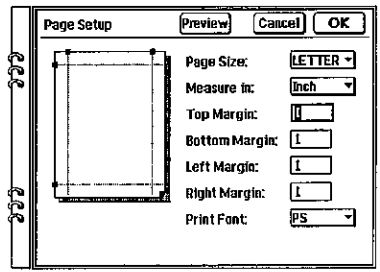
- Page size
  Select a page size to suit your printer. If necessary, consult your printer manual. You can select from three standard page sizes:

A4:	21 cm x 29.7 cm
Letter:	8.5 inch x 11 inch (21.6 cm x 27.9 cm)
Legal:	8.5 inch x 14 inch (21.6 cm x 35.6 cm)

- Measure in
  You can select from Inch (default) or cm.
  If you change this setting, margin sizes are automatically converted for the selected system.
- Top, Bottom, Left, and Right Margin
  Default margins have all been set to 1 inch. The minimum setting is 0.5 inch (1.27 cm).
- Print Font
  You can select the print font from PICA, ELITE or PS (default). Elite is a popular font set at 12 cpi (characters per inch). Pica is another popular font set at 10 cpi. PS is a proportional spacing font (spacing adjusts to suit text width) set at 12 cpi. You can fit more text on a page with a 12 cpi font than a 10 cpi font.
  Selected fonts are not shown accurately on the display, and can only be seen when printed. However, you can use Print Preview to check the layout.

To change the page setup:

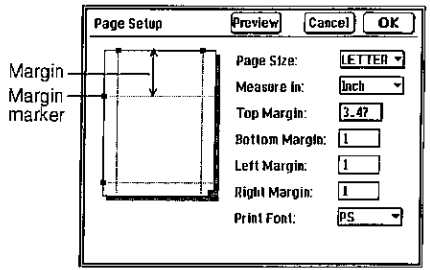
1. In Detail View touch **UTILS** and select "**Page Setup**".



2. Touch the Page Size button and select A4, LETTER or LEGAL from the pop-up menu. Page size should match the size of the paper used with your printer.
   - Selecting a paper size that your printer is not set up for may delay or prevent printing. Consult your printer manual regarding printer set-up.

3. Touch the Measure in button and select Inch or cm from the pop-up menu.

4. Margin settings can be changed by touching a field and entering the new value directly from the keyboard.



You can also change the margin settings by dragging the markers on the Page Setup display to new positions. The margin line and field value will change.

5. Select Print Font from PICA, ELITE or PS.

6. When you complete your settings, touch **OK**.

☞ To check layout changes, touch **Preview** to toggle straight to Print Preview. From Print Preview you can toggle straight back to Page Setup.

Inserting a page break

Page breaks are automatically inserted at the end of each page (according to page size) and indicated on the display by dotted lines. However, you can also manually insert a page break for layout purposes. Inserted page breaks are indicated by a P and dotted lines.

To insert a page break:

1. Position the cursor at the location where you want to insert a page break.

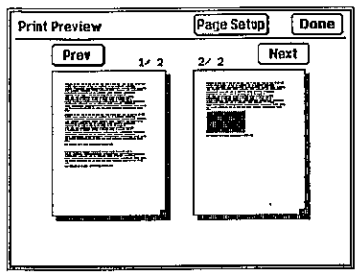
2. Touch **UTILS** and select "**Insert Page Break**".
P is entered at the cursor position and subsequent text is moved to a new page. To cancel the page break, place the cursor on P and press **DEL**.

Print Preview

You can use the Print Preview function to check that text is formatting properly when working with full-size pages. While you cannot read the text with this function, it is useful for indicating the full page layout.

To use Print Preview:

1. In Detail View, touch **SHOW** and select "**Print Preview**".



2. If you are working with a long document, touch **Prev** or **Next** to move to other pages.
   - The display changes in two page units.
   - To make page size, margin, or font changes, touch **Page Setup**.

3. To return to Detail View, touch **Done**.

Check Spelling

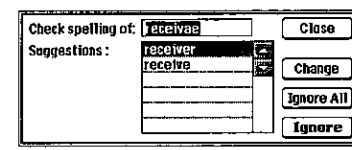
The Check Spellings function lets you check the spelling of an entire Documents entry, or just a single word (entered from the keyboard or dragged in text.)

- **Change** accepts a suggestion for a spelling correction. Use the scroll bar to move through the suggestions.
- **Ignore** accepts the word being checked as OK.
- **Ignore All** accepts the word being checked as OK whenever it occurs throughout that entry.
- If you enter a new word, **Ignore** changes to **Suggest** so you can check the spelling.

To use the Check Spellings function:

1. Open the Documents entry in Detail View.

2. Touch **UTILS** and select "**Check Spellings**".



3. Touch **Change**, **Ignore**, **Ignore All** or **Suggest** as needed.

4. When you complete your spelling check, touch **Close**.

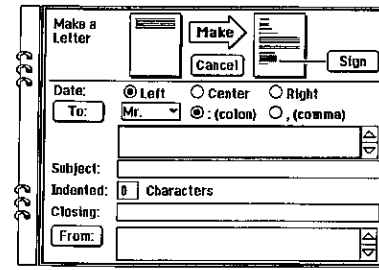
Make a Letter function

The Make a Letter function helps you format a Documents entry as a letter that is automatically dated, addressed and closed with your signature. The addressee can be selected from any file in Contacts and Data Files, or entered from the keyboard. Your layout changes are reflected in the layout preview at the top of the display. Once your Make a Letter format is established, it can easily be used to create other letters.

To use the Make a Letter function:

1. Enter the text of your letter as a Documents entry.

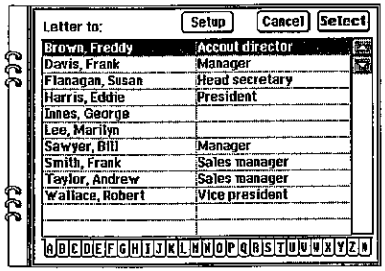
2. Touch **UTILS** and select "**Make a Letter**".



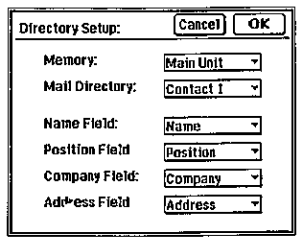
3. Select the date layout from Left (US), Center or Right (British). Changes should be reflected in the layout preview at the top.

4. Select the addressee title from the pop-up menu. The default title is Mr.
Select either a colon (US) or comma (British) to follow the title.

5. Touch the "To:" button to open the Mail Directory.



6. Touch **Setup** in the Letter to display.



Set up the directory to suit your requirements.

- Memory can be selected from Main unit or IC Card.
- Mail Directory can be selected from any file in Contacts or Data Files.
- Name, Position, Company and Address can be matched to any fields in the selected Mail Directory using pop-up menus. In the pop-up menus, touch ▲ or ▼ to scroll the menu, and if you want to leave the field blank, select "**none**". Complete your setup, then touch **OK**.

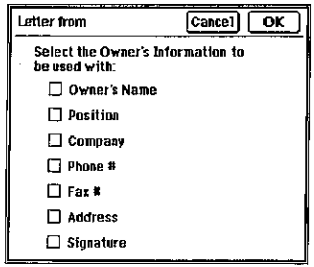
7. Select the addressee from the list. You can also enter the addressee directly from the keyboard after touching **CANCEL** to return to the Make a Letter screen.

8. Enter the subject of the letter into the Subject field.

9. Enter the number of characters paragraphs should be indented.

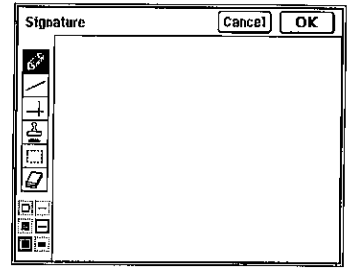
10. Touch the Closing field and enter a closing phrase, such as: Yours sincerely, Best regards, etc.

11. Touch the "From:" button.



Check the boxes as required for Owner's Name, Position, Company, etc. This enters the owner's information saved in the TOOLS Personal display. You can also select use of the owner's signature saved in the Personal display. For more information, see section 2, Desk Accessories.
When you complete your setup, touch **OK**.

12. If you want to use a different signature from the one saved under the Personal display, touch **Sign**.



Use the touch pen to write your signature. When you complete your signature, touch **OK**.

13. To complete your letter, touch **Make**.
The letter will be displayed in Detail View.
To save the completed letter, press **ENTER**.

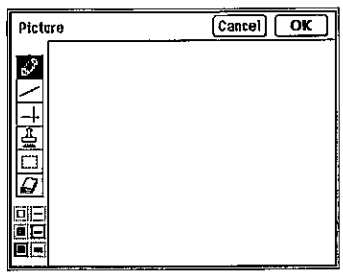
Documents with pictures

Documents entries can also contain pictures created with the Pictures function (similar to Scrapbook).

- The picture can be moved by touching it and dragging it to the new location.
- To make changes to the picture, touch it twice. The display changes to the Picture display so you can use the drawing tools to edit the picture.

To add a picture to your Documents entry:

1. In Documents Detail View, touch **[PICT]** above the vertical scroll bar.



2. Use the drawing tools to create your picture. When you complete your drawing, press **OK**.
For more information, see Scrapbook on p. 65

3. Your document entry now contains the picture.
To save this entry, press **ENTER**.

☞ Unused area of the picture are not inserted into the document entry to save space.

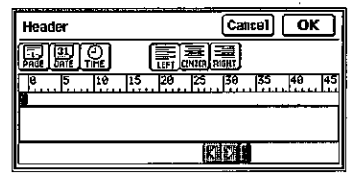
Headers and Footers

You can add headers and footers to your Documents entries. This adds important information, such as page number, time and/or date, to the top or bottom of each page. This is very handy when sending documents by fax. A similar process is used to add a header or a footer.

To add a header:

1. Create the body text of your document.

2. Touch **SHOW** and select "**Header**".



3. Touch the icons to select the header information.
[**PAGE**] Inserts the page number
[**DATE**] Inserts the current date
[**TIME**] Inserts the current time
Other characters and symbols, such as "-" can be inserted in headers and footers.
Touch [**LEFT**], [**CENTER**] or [**RIGHT**] to select the position of the header information. Note that the header can contain two lines.

4. When you complete the header, touch **OK**.

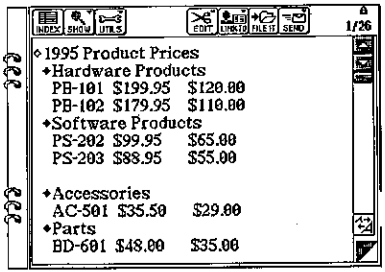
☞ • You can use a similar procedure to set a Footer.
• You can check headers and footers in the Print Preview screen.

Outlines

Outlines is a simple, convenient tool to help you arrange your thoughts into a clear, easy-to-understand, hierarchical structure. This is ideal for organizing plans and ideas, and the order can be restructured whenever necessary.
The outline structure consists of topics that are promoted or demoted to different levels. The topic in the first line automatically becomes the title. Topics can have one or more subtopics, and these can be rearranged, grouped together, or even hidden from view, allowing you to manage large amounts of information easily and efficiently. Each topic in an outline is like an entry in other applications, and the outline can be thought of as a file holding those topics (or entries). You can enter, edit and delete topics while maintaining an overview of the entire outline.

Example outline

Below is an example of an Outlines entry in Detail View.



- Each individual topic heading is marked with a diamond.
- Up to 20 characters of the first topic can be used as the title of an outline.
- Each single topic can have more than one line and can contain up to 2,048 characters.

Creating an Outlines entry

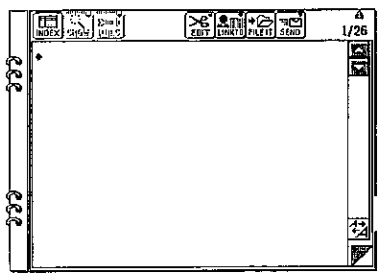
A new Outlines entry can be created by entering the title and adding the different levels of topics and subtopics. When creating a new Outlines entry, use the following keys:

[↵]	To add a new line.
[ENTER]	To save the topic.
[▶]	To demote the topic one level.
[◀]	To promote the topic one level.

To make an Outlines entry:

1. Touch **OUTLINES.**

2. Touch **EDIT** and select "**New Outline**".



The new outline opens in Detail View and a flashing diamond prompts you to enter a topic.

3. Enter a title on the first line and press **ENTER**.

4. Enter the first topic.

5. To enter subsequent lines for any topic, press [↵]. When you complete all subsequent lines, press **ENTER**.
   Second and subsequent lines of the topic are hidden and a flashing diamond prompts entry of a new topic. You can only see the first line of each topic, but you can store large amounts of information in one outline.

☞ To view topic contents, touch **SHOW** and select "**Full Topics**". All lines are displayed for all topics. To return to the regular display, touch **SHOW** and select "**1 Line Topics**".

6. To save the Outline, press **ENTER** on a blank topic.

Finding outlines

Outlines are stored alphabetically by title. You can find a desired outline using several methods:

- Using Index View
  Use the alphabetical sorting of the outline titles and the letter tabs to find the entry.
- Search function
  Use the Search function at the left to find the entry.
- Keyword search
  Enter a keyword directly in Index View and touch **Search**.

These methods of finding entries are similar to those used for Documents entries. For more information, see p. 165.

Full Topics or 1 Line Topics

The SHOW menu lets you change your outline display as follows:

- 1 Line Topics (default setting) displays each topic as one line, and all subsequent lines are hidden.
- Full Topics displays all subsequent lines of multi-line topics and subtopics.

To display Full Topics:

1. Display the outline in Detail View.

2. Touch **SHOW** and select "**Full Topics**".
   All subsequent lines of all topics are displayed.
   Use the scroll bar to see topics off the display.

☞ Changing the Show settings for an outline does not affect other outlines. However, a new Outlines entry will use the last settings selected.

Revising outlines

Once an outline has been created, it is easy to revise either the topic text or the outline structure itself.

- Topics and subtopics can be revised individually.
- Restructuring is carried out in Detail View.

Selecting topics

Touch a topic to select it. A flashing diamond indicates the currently selected topic. You can also move between topics using the cursor keys.

- Press ⇧ ▼ to move directly to the last topic.
- Press ⇧ ▲ to move directly to the first topic (i.e. title).

To edit a topic:

1. Display the outline in Detail View.

2. Press ▼ and ▲ to move to the topic you want to edit.
   You can only edit one topic at a time.

3. Press ▶ to edit the topic.
   When in 1 Line Topics view, hidden lines will be displayed.

4. Enter your changes directly from the keyboard.

5. When you complete your changes, press **ENTER**.

Adding topics

As your plans and ideas grow, you may want to add topics to an existing outline.

To insert a new topic in an outline:

1. Display the outline entry in Detail View.

2. Touch the topic below which you will add the new topic (or use the cursor keys).

3. Touch **EDIT** and select "**New Topic**" (or press **2nd Q**).
   ▮ appears and begins flashing.
   Press ◀ or ▶ to change the level of the new topic.

4. Enter the text for the new topic.
   Only one new topic can be inserted at a time.

5. When you complete your changes, press **ENTER**.

★ You can also add a topic between existing topics by touching the location and entering the new topic from the keyboard. If the existing topics are parent topics, the added topic becomes a subtopic. However, if between subtopics, this topic will have the same level as the topic above it.

Moving topics

You can change a topic's position (even after it is saved).

To move a topic:

1. In Detail View, select the topic you want to move.

2. Touch **UTILS** and select "**Move Family**" (or press **2nd W**).
   The entire topic family is briefly highlighted, then replaced by ▮ (for family).

3. Touch the new location and the ▮ moves.

4. To complete the move, press **ENTER**.
   ▮ changes back to the full topic family contents.

☞ Topics cannot move to a position above the title.

Joining two topics

You can join a selected topic to the topic above it. If the entry is in 1 Line Topics mode, change to Full Topics first.

To join two topics:

1. In Detail View, select the topic you want to join to the one above it.

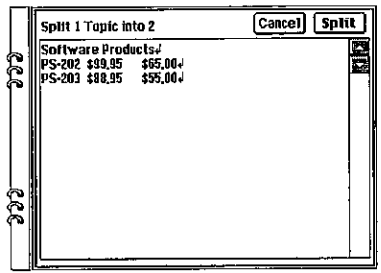
2. Touch **UTILS** and select "**Join 2 Topics**". The selected topic is joined to the one above it.
   No space is inserted between the two joined topics, so you may want to edit the new joined topic and make changes, for example add a space, "and", etc.

☞ If you attempt to join two topics that will exceed 2,048 characters when joined, a warning message will be displayed and the operation will be automatically canceled.

Splitting one topic into two

1. In Detail View, select the topic you want to split.

2. Touch **UTILS** and select "**Split 1 Topic into 2**".



   The selected topic is displayed with the cursor positioned on the first character.

3. Move the cursor to the point where you want the topic split and touch **Split**. The old topic is split into two topics at the cursor position.

☞ If a topic with subtopics is split, the subtopics are assigned to the new split topic.

Outline deletion

Deleting topics:

1. In Detail View, select the topic you want to delete.
2. Press **DEL**.
3. Touch **Yes** to confirm the deletion.

☞ If you select a topic for deletion, all subtopics below it will also be deleted. You may want to rearrange an outline beforehand to prevent this.

Deleting an outline:

1. Select the outline.
2. Touch **EDIT** and select "**Delete Outline**".
3. Touch **Yes** to confirm the deletion.

★ You can also delete an outline by pressing **DEL** in step 2 above. To do this in Detail View, the title must be selected.

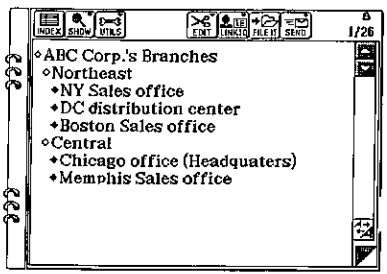
Deleting all outlines:

1. Touch **EDIT** and select "**Delete Group**". All Outlines is the only option.
2. Touch **Delete**.
3. Touch **Yes** to confirm the deletion.

☞ You cannot delete all outlines simultaneously if your unit is locked, see p. 87.

Using subtopics (children)

Outlines examples used so far have only contained one level of topics. This simple outline form may be all you need to organize your information. However, you can create other levels of topics (subtopics) for greater flexibility.



- Each subtopic belongs to the topic above it.
- Subtopics are created by pressing ▶ before entering the topic text. (Press ◀ to promote a subtopic).
- A subtopic can also have its own subtopics, and these can continue for 15 levels below the title.
- Topics are often referred to as "parents", subtopics as "children", and topics and subtopics as a "family".
- A white diamond indicates that the topic is a parent.

Expanding and Collapsing

You can expand and collapse an outline to concentrate on the topics and families that interest you.

- Expand/Collapse Subtopics toggles between Expand (show all subtopics) and Collapse (hide all subtopics).
- Expand Family shows all subtopics for a specific topic.
- Collapse All displays only 1st and 2nd level topics, hiding all other levels.

To collapse families:

1. Display the complete outline in Detail View.
2. Touch **SHOW** and select "**Collapse All**".
   All subtopics are collapsed and hidden.

To expand families:

1. Display the collapsed outline in Detail View.
2. Select the topic you want to expand.
3. Touch **SHOW** and select "**Expand Family**".
   All subtopics are displayed to all levels.

Restructuring families

You can move, delete, join and divide families just as you can topics. However, these operations affect the entire family (even if the topic is collapsed and subtopics are not visible), so proceed with caution.

Restrictions when working with families:

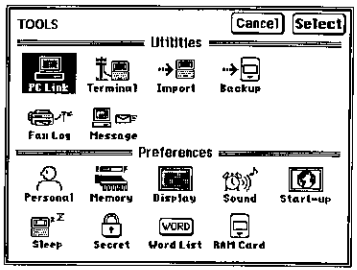
- You may not be able to change the level of a collapsed family in some situations. Other topics cannot be moved unless the family is expanded. Generally, if you have problems, expand all families and try again.
- You cannot insert a topic between a parent and its child at the same level as the parent.
- When moving topics (or families):
  - You cannot demote a topic more than one level below the topic directly above it.
  - Topics cannot be added below a collapsed family; you must expand the family first.
  - You cannot promote a topic one level if this would split up a parent and child. Move the selected topic to another location and then promote it.
- If you divide a topic that has subtopics (children), the second half of the divided topic will become the parent of these subtopics. The two parts of the original topic will remain on the same level.
- Do not try to join a topic with a collapsed topic above it. If you attempt this, you will be asked to confirm the action, and the topic will then be combined with the last topic in the preceding family. Expand the collapsed topic first to see what you are joining.

CHAPTER 7
Optional Accessories

This is a powerful pocket-size computer with many features that let you accomplish a broad range of tasks. Tools Utilities enable connection and data transfer to printers, other units and desktop computers. You can also send faxes from Notes, Documents, Scrapbook and Filer. This section provides explanations and examples of the peripheral functions to get you up and running with these features.

Tools Utilities

Tools Utilities ensure the unit is more than just a hand-held personal organizer. These functions make the unit a powerful communications tool that keeps you connected to your busy world through printing, faxes, backups, data transfers, PC links, terminal mode operations, messages, etc.



Tools Utilities include PC Link, Terminal, Import, Backup, Fax Log and Message.

Preferences

Preferences in the lower half of the Tools display let you configure operations to suit your personal requirements. Preferences are described in Section 2 Desk Accessories.

Printing

This offers great flexibility in what you can print, from current display contents, to single entries and all entries in an application or a file. Printing options depend on the particular application you are using. The unit has built-in printer drivers (software that tells printers how to format and print data) for the following printers:

- Canon BJ-10e series
- IBM Proprinter series
- Epson FX-80, FX-850 and LQ series
- Hewlett Packard LaserJet II and III series
- Other (US Characters/International)

You can also print from printers with emulation modes for any of the above printers (consult your printer's manual for emulation modes). For information about other printers supported by the unit, consult your local Sharp dealer.

Paper source

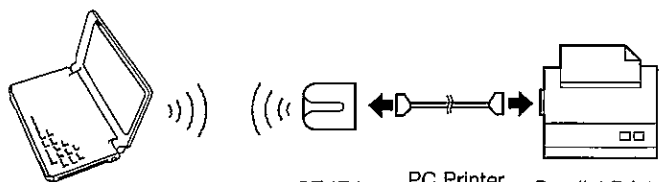
The printer paper source can be selected from:

- Use Cut Paper
- Use Continuous Paper.

Printer connection

The printer is connected to your unit via the optional Sharp CE-IR1 wireless interface:

- Printer Path is set to Wireless as a default setting.
- It is possible to change Printer Path to Cable (via a direct cable). However, this option is provided for possible future peripherals and has no current function. (Press C in the Print dialogue to display the cable logo and select it.)
- Hardware compatibility between the CE-IR1 and your printer may affect the printing capability.
- For more details, see the CE-IR1 operation manual.



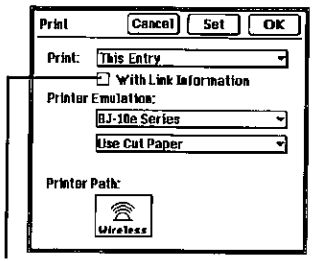
Printing restrictions

Text should always print, but printing of graphic images is determined by your particular printer's capabilities. Data may not print exactly as shown in your entry if the printer does not support the text styles used (italics, bold, etc.). Also, because of the way in which data sent by the unit is converted to characters on the printer, the final printed copy may not appear exactly the same as on your unit. The following printing restrictions apply:

- LaserJets may not correctly print Documents containing Elite or PS fonts (Elite is available on the LaserJet III). If this occurs, select Pica. Optional printer-resident fonts (like those on a cartridge) cannot be used.
- Proprinter Series supports X24E. Printers that emulate other Proprinter models may not function properly.
- FX Series supports FX-80 and FX-850.
- LQ Series supports the LQ-510.
- If you use PS font, some printers may not correctly print the display image because the font of the printer is different from the font of the unit. If this occurs, use Pica or Elite font for printing.

To print an entry:

1. Select an application.
2. Select the entry to be printed.
3. Touch **SEND** and select **Print.**



If the entry to be printed is linked in Contacts/Data Files, the linked entries are also printed.

4. Select the printer emulation from the pop-up menu.
   BJ-10e Series is the default setting.
5. Select Use Cut Paper (default) or Use Continuous Paper from the pop-up menu.

6. Printer Path is automatically selected as Wireless.
To use a cable, press **C** and then select Cable.

7. When you complete your settings, touch **OK**.
Touch **Set** to save the print settings for future use.

★ You can press **2nd SEND** to print a single entry. However, the print display does not appear so you cannot change the settings. It will be printed with the current settings.

To print a specified group of entries:

1. Select an application.

2. Touch **SEND** and select "**Print**".

3. Select group from the "Print:" pop-up menu.
Select Printer Emulation and Printer Path, if required.

4. Touch **OK**.

Printing the current display

You can print a copy of almost any display. Exceptions are confirmation displays (Yes/No), messages, etc. Printing of graphic images depends on your printer's capabilities.

To print the current display:

1. Go to the display you want to print.

2. Press **2nd P**.

- Press **ON** at any time to cancel printing.
- Message displayed during transfers or momentarily displayed cannot be printed.
- With this operation, the print settings cannot be changed. If you need to change the settings, touch **SEND** and select "**Print**".

Print Conditions

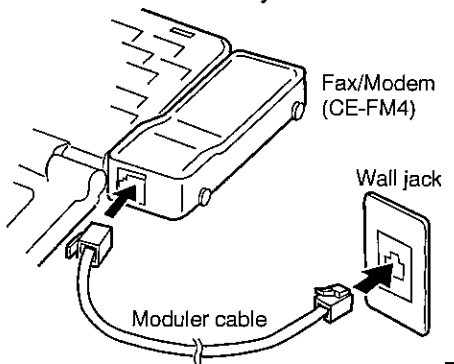
- To cancel printing at any time, press **ON**. All other key functions are inoperative.
- If you try to print a group of entries with your unit locked, only non-secret entries are printed. To print secret entries, you must first unlock your unit, see p. 87.
- Entries are printed in Detail View format. For example, collapsed Outlines topics would be printed without hidden subtopics, etc.
- When printing graphics, if there is a transfer problem or the print job is canceled while in progress, the printer might not function properly until it is turned off and on again.
- If you are in an application other than Documents or Outlines, you must remove the paper manually after printing. If you are using a Hewlett Packard LaserJet Series printer, the paper will exit automatically after printing.

With the optional Sharp CE-FM4 Fax/Modem connected to your unit, you can fax single Notes, Documents or Scrapbook entries, or an entire Filer folder. See the next section for more information about using PCMCIA Card Fax/Modems.

☞ Fax communication over a cellular phone connection is typically less reliable than using a standard telephone connection. Please refer to your modem manual for information on your modem's support for cellular, as well as cellular communications guidelines.

Connecting the Fax/Modem:

1. Turn your unit off.
2. Connect the Fax/Modem to the Computer Link port.
   For more information, see the CE-FM4 operation manual.
3. Use a modular telephone cable to connect the Fax/Modem to the wall jack.



4. Turn your unit on.

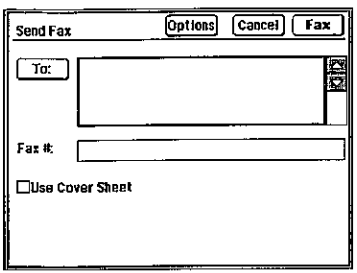
Fax Directory

Any of the three files in Contacts or Data Files can be designated as the fax directory. Each time you send a fax, the unit will allow you to select the fax recipient from the fax directory. Once selected, the unit will automatically use that person's fax number and extract other information for the cover sheet, etc. By default Contact 1 (Business) is selected as the fax directory.

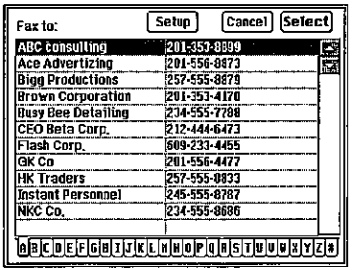
To set up the fax directory:

1. From Notes, Documents, Scrapbook or Filer, select the entry to be sent as a fax.

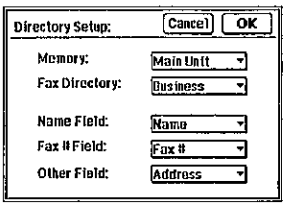
2. Touch **SEND** and select "**Fax**".



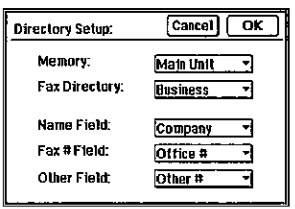
3. Touch the "**To:**" button.


Fax to:
Setup
Cancel
Select
ABC consulting 201-359-8899
Ace Advertizing 201-556-8873
Bigg Productions 257-555-8879
Brown Corporation 201-351-4170
Busy Bee Detailing 234-555-7788
CEO Beta Corp. 212-444-6473
Flash Corp. 609-233-4455
GK Co 201-556-4477
HK Traders 257-555-9833
Instant Personnel 245-555-8787
NKC Co. 234-555-8686
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z #

4. Touch **Setup**.



5. Set all fields to suit your requirements.



6. When you complete your directory set up, touch **OK**.

☞ Fax dialing address information can be entered manually without using the fax directory.

Setting fax options

To send faxes, the following Fax/Modem options must be configured correctly. If you use the CE-FM4 Fax/Modem, you can send faxes with the default settings. When dial tone is not used or dialing does not work properly with the default settings, change the Line Type to Pulse.

Port: Select from 15-pin or PCMCIA Card.
For the CE-FM4 Fax/Modem, select 15-pin.

Line type: Select from Tone or Pulse.
Contact your telephone company if you are unsure of which to use.

Volume: Select 1, 2 or 3 to adjust the speaker volume for dial/connect tones. Mute turns the speaker off. Speaker volume does not function with the CE-FM4 Fax/Modem.

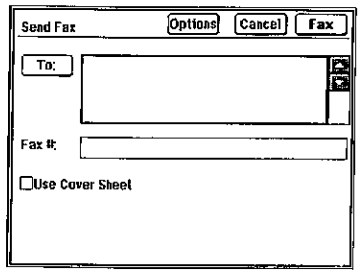
Detect: Select Dial Tone for normal settings. If using a line without dial tone, e.g. PBX, select None.

Modem string: Enter specific Fax/Modem initialization commands if necessary. (When using CE-FM4, it is not necessary to set this.)

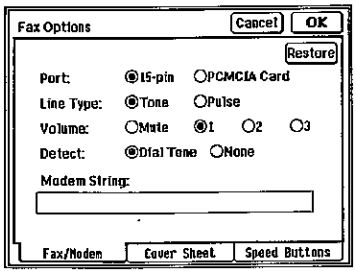
To configure the Fax/Modem:

1. From Notes, Documents, Scrapbook or Filer, select the entry to be sent as a fax.

2. Touch **SEND** and select "**Fax**".



3. To change the fax options, touch **Options**.



Set all fax options as required.
To cancel the new settings and return to the default settings, touch **Restore**.

4. When you complete your settings, touch **OK**.

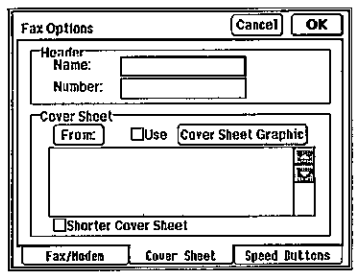
Cover sheets and headers

You can set up cover sheets and headers so that your name and phone number appear on each fax page.

To set up cover sheets and headers:

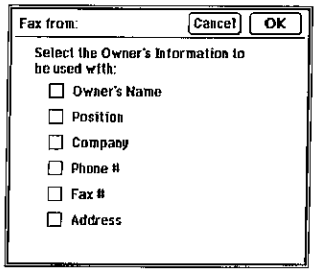
1. Touch **SEND** and select **"Fax"**.

2. Touch **Options** and then touch the **Cover Sheet** tab at the bottom of the display.



3. Enter the sender's name and telephone number in the header fields.

4. Touch the "**From:**" button.



5. Select the owner's information to be used with the fax cover sheet. As an alternative to step 4, enter "From" information in the text box. For more information, see p. 81.
When you complete your selection, touch **OK**.

6. Check the Use Cover Sheet Graphic box as required. To make or edit cover sheet graphics, touch the Cover Sheet Graphic button. For more information, see Scrapbook on p. 65.
When you complete your cover sheet graphic, touch **OK**.

7. Check the Shorter Cover Sheet box to use a shorter cover sheet with less blank space.

8. When you complete your Cover Sheet set up, touch **OK**.

☞ Before sending a fax, check that the home time and date set in your unit are correct. By law, your name, fax number, time and date must appear on the top of each fax page sent (see the inside front cover of this manual). This information is inserted automatically if entered correctly.

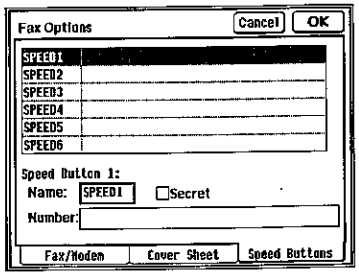
Speed buttons

Frequently-dialed fax numbers can be assigned to one of the six Speed Buttons in the Dialing display. Touching a Speed Button dials that number automatically.

To set the Speed Buttons:

1. Touch **SEND** and select "**Fax**".

2. Touch **Options** and then touch the **Speed Buttons** tab at the bottom of the display.



3. Select any of the six speed button fields in the list. You can now edit the name (6 characters) and enter a fax number in the fields below.

4. Speed Button numbers can be made secret. They are then displayed as asterisks so the digits cannot be read.
To make any Speed Button secret, touch the Secret box.

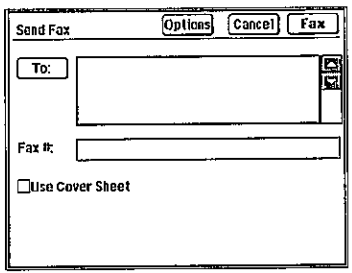
5. When you complete your Speed Button settings, touch **OK**.

Sending a fax

You can fax a single Notes, Documents or Scrapbook entry, or you can fax an entire Filer folder. The fax can be dialed automatically or you can use manual dialing.

To send a fax:

1. From Notes, Documents or Scrapbook, select an entry, touch **SEND** and select "**Fax**".
From Filer, select a folder, touch **SEND** and select "**Fax**".



2. Touch the "**To:**" button, select the recipient from the directory, and touch **Select.**
To set up the fax directory, see p. 194.

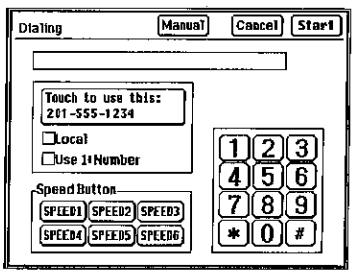
★ You can enter the recipient's information directly into the To field, then touch Fax# and enter the fax number.

3. Check that the fax number is correct and has hyphens in the appropriate places.

4. Check that the Use Cover Sheet box as required. If you check this box, **Preview** appears at the top of the display.

5. Touch **Preview**.
The recipient's information from the Send Fax display is automatically entered into the cover sheet.

6. Touch **Fax**.



The directory fax number is displayed after "Touch to use this:".
- Select Local or Use 1+number.
- You can touch any of the Speed Buttons.

7. Complete your settings and touch **Start** to send the fax.

☞ The unit does not have an automatic redial function. A message will indicate if the line is busy and the fax transmission will be terminated.

Some public phones need a special procedure.

1. Go through the normal steps for sending a Fax until "Dialing" dialog appears.

2. Pick up the pay phone handset, insert a credit card into the card slot, and then immediately pull it out.

3. Plug the phone cable into the data port and touch **Start** on the unit.

4. Do not hang up the handset until you confirm that the receiving fax machine has picked-up and you can hear its fax tone.

Manual fax dialing

You may sometimes want to dial a fax number manually so that you can hear dial tone and other sounds. Manually dialing a fax number with your unit is similar to using the speaker on a conventional fax machine when dialing. To hear dial tone, you must set Volume in Fax Options to 1, 2 or 3. For settings, see Setting Fax Options on p. 195.

- If you touch the **Manual** button, you should hear a dial tone within a few seconds.
- Dial normally by touching the display number pad. The manual number is entered in the top field.
- Wait until you hear pick-up and fax tone from the receiving fax machine, then touch **Start**.
- After touching Manual, and initializing the Fax/Modem, the Manual button changes to the Hang-up button. Touch **Hang-up** to stop the fax transmission.

★ Press **ON** to stop fax transmission at any time.

☞ Manual fax dialing is not supported when using a cellular phone to send a fax.

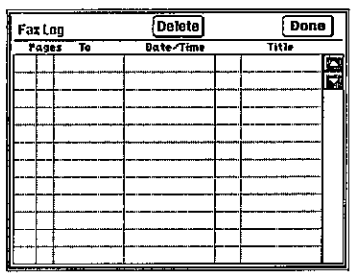
Fax Log

Fax Log is a useful feature that keeps a record of the faxes you have sent. Fax Log lets you review your transmissions and provides information on faxes sent as follows:

- Status: NG (no go) or OK
- Number of pages sent
- To (addressee)
- Date/Time
- Source application
- Title

To use Fax Log:

1. Touch **TOOLS** and select **"Fax Log"**.



2. Use the scroll bars to move through the list. To remove unwanted entries from the list, select the entry and touch **Delete**.

3. To leave Fax Log, touch **Done**.

About fax numbers

You may sometimes find a fax number dials too quickly for a connection to be made. Dialing can be slowed by inserting commas in the fax number field (for example, after an area code) for that entry. Each comma inserts a one-half second dialing pause. To do this, open the entry and insert a comma in the appropriate place(s) in the fax number field.

Conditions for sending faxes

When sending Documents entries as faxes, certain conditions apply:

- Margin settings on the received fax may not match your Documents entry.
- A preset font is used (you cannot select the font or size).
- If legal size paper is selected and the receiving fax machine has roll paper, legal-size pages are printed. If the receiving fax uses single sheets, legal-size pages are printed across two single sheets.

Optional Cards

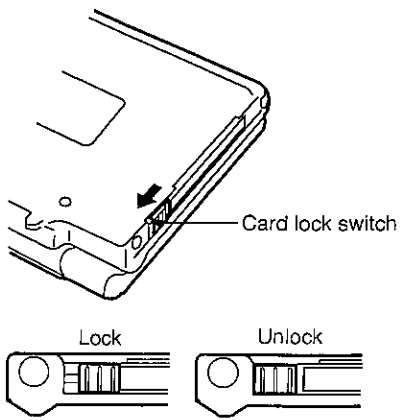
A range of optional cards are available to suit your unit. These include RAM Cards, Flash Memory Cards. (Not all types of PCMCIA Card can be used.)

Warning

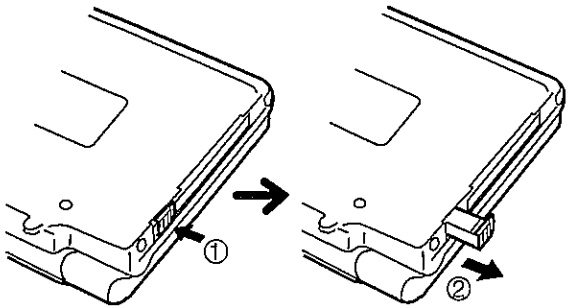
Use only recommended PCMCIA cards. Attempt to use cards that are not recommended may result in damage to the main unit and/or data loss.

Installing optional cards in the card slot:

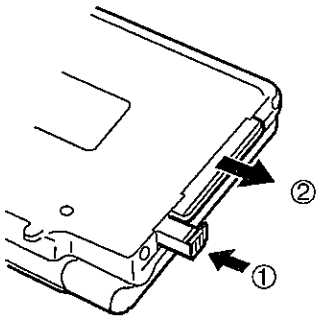
1. Turn your unit off and close it.
2. Slide the card lock switch to the unlocked position.



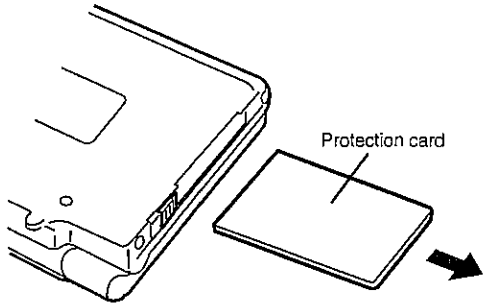
3. Press and release the lock switch so the release bar pops out.
   - Press the lock switch fully and release it. If you do not press it fully, the switch might not open.



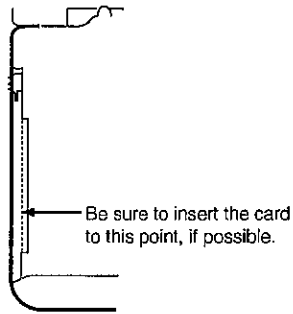
4. Push the lock switch again so the protection card pops out.



5. Pull the protection card out.



6. Hold the card so it's back faces the bottom of the unit. Insert the card fully into the card slot.



7. Slide the card lock switch into the locked position.

About cards

★★★ Caution ★★★

Using force to remove a PCMCIA card when the card switch is in the locked position could cause damage to the unit.

- Use only recommended PCMCIA cards. Attempts to use cards that are not recommended may result in damage.

Card lock and Protection card

- Slide the card lock switch into the locked position if possible, and then turn the power on.
- If the card lock switch can not be locked, please be sure to turn the power off before removing the Peripheral Card. If not, the main or card memory may be impaired.
- Store the protection card in a safe place and replace it in your unit when there is no other card installed.

Warning messages

- A message indicates if the battery of an installed card is weak. Replace the card battery as soon as possible without removing the card from the unit and without turning the unit off. For more details, refer to the manual for the card.
- If a message indicates a problem with card memory, initialize the card to clear memory.

Use of different cards

- There are a number of built-in drivers for input/output cards such as fax/modems, pagers, etc. Some other cards may require Add-on Software to be loaded into the ZR-5000.
- Certain high-power cards may require that you use the EA-23E AC Adaptor.
- For more information, see Q & A on p. 33 and consult your local Sharp dealer.

Resume function

- If the unit is switched on while a PCMCIA card is in the slot, there will be a pause of several seconds before your previous display appear. This pause will be slightly longer for peripheral cards than for memory cards.

RAM Cards

A RAM card can be used with your unit to expand it's memory capacity. Before installing the RAM card, you must set the Secret function in your unit to match the RAM card:

- If the RAM card has not been used before and you are initializing it, or if it is already initialized but has never been used with a password, delete the password from your unit before installing the card.
- If the RAM card has been used with a password, whether in your unit or another unit, the password in the card and your unit must match. For an explanation of the Secret function and passwords, see p. 86.

Memory expansion

RAM Cards provide extra memory for your unit. This does not expand the amount of main memory in your unit, but it does add auxiliary memory that can be easily accessed. All new application data can be stored in the RAM Card.

To initialize a new RAM Card:

1. Install the RAM Card.
2. Press **ON** to turn the unit on. The initializing message is displayed.
3. Touch **Initialize**.
4. Touch **Yes** to confirm.

To initialize a used RAM Card:

1. Install the RAM Card.
2. Press the RESET button while pressing **ON**.
3. Touch **No** so as not clear main unit memory.
4. Touch **Yes** to clear the card memory.

Backing up data to a RAM Card

Backing up means making a separate copy of your data which can be kept in a safe place. This is the simplest and easiest form of insurance against losing valuable information.

When you backup to a RAM Card, any information already on that card will be lost.

With a RAM Card installed in the unit:

1. Check that your unit is unlocked, then touch **TOOLS** and touch **Backup** twice.
2. Select **Backup**.
3. Touch **OK**.
4. Touch **Yes** to confirm the operation.
   The entries are backed up. Backup time depends on how much data is stored in the unit.

☞
- Backing up data to a RAM Card copies your information onto the card. The data in your unit's main memory is not deleted.
- Data copied to a RAM Card can be edited, deleted, and worked with in the same way as data on the unit.
- You must unlock the unit before attempting a RAM Card transfer. If the unit is locked, the RAM Card Transfer function will be disabled.

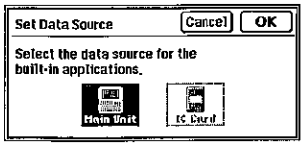
Restoring data from a RAM Card

Restoring data means copying data that was backed up to a RAM Card back to the unit. To restore data, use the same procedure as for backing up (above), but in step 2 select Restore, which copies data from the RAM Card to the Main Unit.

To use a RAM Card:

1. Install the RAM Card.

2. Touch **TOOLS** and select RAM Card.



3. Select IC Card in the Set Data Source screen.
   CARD appears at the top of the display to indicate that card memory is now selected.

Using RAM Card memory

All operations are the same as when using main memory, but the RAM Card gives you another set of application data.

- Use Tools RAM Card to select the data source from Main Unit or IC Card. (You cannot select the data source for each application.)
- Search lets you select from Main Unit or IC Card memory.
- Filer can only collect entries from the currently selected data source.

Flash Memory Card

The Backup utility makes a separate copy of your data which can be kept in a safe place. This is the simplest and easiest insurance against losing valuable information.

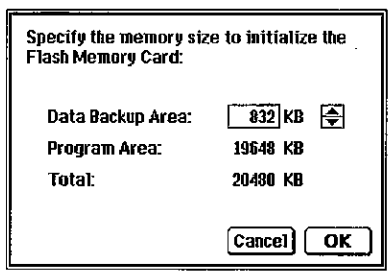
- Backup time depends on the amount of data stored in your unit.
- Approximate backup and restore times when the unit memory is full:
  Backup: 3 minutes / Restore: 2 minutes
- Data Backup Area must be set when initializing the Flash Memory Card so multiple backup files can be stored.

To initialize a Flash Memory Card:

1. Turn the unit off.

2. Install the Flash Memory Card. Be sure to slide the card lock switch into the locked position.

3. Turn the unit on.

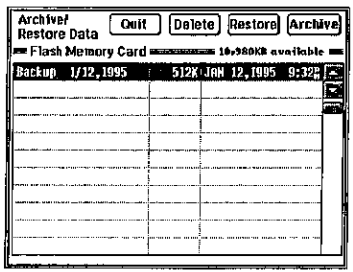


4. Touch ▲ and ▼ to set the Data Backup (PIM) Area size.
   - Data Backup Area is used for application data and increased in 128 KB steps.
   - Program Area is used to store Add-on Software.

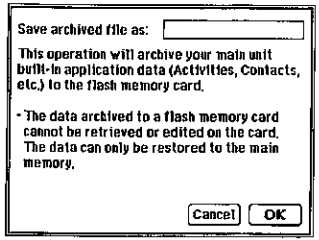
5. To complete initialization, touch **OK**.

To backup data to a Flash Memory card:

1. Check that your unit is unlocked.
   Touch **TOOLS** and touch **Backup** twice.



2. Touch **Archive**.


Save archived file as:
This operation will archive your main unit built-in application data (Activities, Contacts, etc.) to the flash memory card.
- The data archived to a flash memory card cannot be retrieved or edited on the card. The data can only be restored to the main memory.
Cancel
OK

3. Backup data is saved as an archive file.
   Edit the archive file name as desired.

4. When you complete your changes, touch **OK**.
   The backup data is archived.

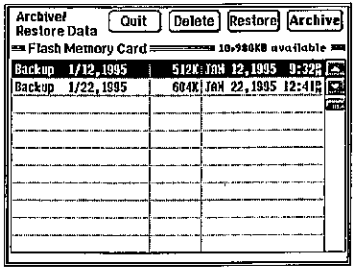
☞ Backup copies data to the Flash Memory Card (Main Unit data is not deleted). Your unit must be unlocked before a card transfer.

Restoring data from a Flash Memory card

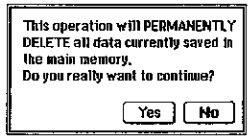
Restore uses a similar process to backup, but copies backup data from the Flash Memory card to the unit main memory. Restore time depends on the amount of archive data stored on the Flash Memory card.

To restore data from a Flash Memory card:

1. Check that your unit is unlocked.
   Touch **TOOLS** and touch **Backup** twice.



2. Select the archive file and then touch **Restore**.


This operation will PERMANENTLY DELETE all data currently saved in the main memory.
Do you really want to continue?
Yes
No

3. Touch **Yes** to confirm the restore operation.
   Data is restored to main memory from the archive file.

☞ When you restore data from a Flash Memory card, all data currently in the unit main memory is permanently deleted.

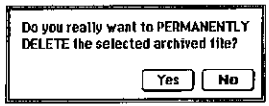
Deleting archive files

You can delete unwanted archive files from a Flash Memory Card to gain more card space.

To delete an archive file from a Flash Memory Card:

1. Touch **TOOLS** and touch **Backup** twice.

2. Select the archive file you want to delete and then touch **Delete**.



3. Touch **Yes** to confirm the file deletion.

Add-on Software

A variety of optional Add-on Software to suit your unit is under development. For an up-to-date list of available Add-on Software, contact your Sharp dealer or call Sharp's 24 hour automatic Fax-on-demand service at 612-397-8601.

About Add-on Software

The **MORE** function lets you add additonal applications to your unit by downloading programs to Main Unit or PCMCIA Card memory. Programs added in this way are called Add-on Software. These programs are typically distributed on PC/MAC floppy disks and can be installed by down loading the programs to your unit.

About PC Files

When you touch **MORE** and then touch **PC FILES**, the PC Files Index appears. PC Files may include the following types:

- Application data
- Add-on Software (uninstalled)
- Text data
- Binary data

When files are loaded via data transfer functions such as PC Link, Unit to Unit, Message and Terminal, the files are temporarily stored in the PC Files area. To run Add-on Software, you must first install it into the MORE area.

☞ PC Files can also be used to temporarily store or transport software that cannot be used on your unit. (e.g. a PC document)

PC Files tool bar:

The PC Files tool bar includes the following functions:

[S'WARE]	Return to the MORE display.
[INSTALL]	Install a program to Main Unit or PCMCIA Card.
[DELETE]	Delete a selected program.
[TO DOC]	Convert a text file to a Documents entry.
[COPY]	Copy from Main Unit memory to PCMCIA Card memory.
[SEND]	Send Unit to Unit.

Using Add-on Software

To run Add-on Software that has been temporarily loaded in the PC Files area, you must install it in the MORE area.

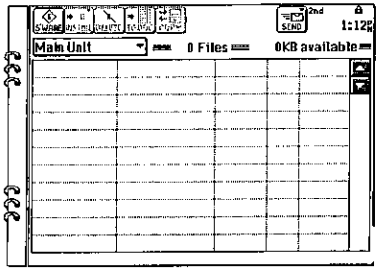
If you have PC installation software that installs Add-on software directly into MORE, you can skip steps 1-4.

[PC FILES]	Changes to display PC Files Index.
[RUN]	Execute Add-on software.
[DELETE]	Delete all programs or last installed program.

To install and run Add-on Software:

1. Load the program into PC Files using a data exchange function such as PC Link, Unit to Unit, Message or Terminal.

2. Touch **MORE** and then touch **PC FILES**.



3. Select the program and then touch **INSTALL**.

4. Select "**To Main Unit**" or "**To PCMCIA Card**".

5. When installation is completed, the software icon appears in the MORE Main Unit or IC Card display.

6. To run Add-on Software, touch the icon, then touch **RUN**.

To start another Add-on Software when already running an Add-on Software:

1. Touch **MORE**.

2. Select the program and touch **RUN**.

To return to Add-on Software from a built-in Application:

1. Touch **MORE**.
   The last program used is displayed.

2. If you want to use another program, touch **MORE** again.
   Select a program and touch **RUN**.

☞ Some Add-on Software may not resume.

Deleting Add-on Software

When deleting Add-on Software, you can only delete the Last Installed Program or All Installed Programs at once.

To delete Add-on Software:

1. From the More Main Unit or IC Card display, touch **DELETE**.
2. Select "**All Installed Programs**" or "**Last Installed Program**".
3. Touch **Yes** to confirm the deletion.

There are many different ways to exchange data, entries, folders, or all entries between your unit and other devices, including Sharp organizers and personal computers. The table below provides a summary of transfer devices, data types, and tasks suited to each device.

☞
- Features and capabilities may vary depending upon the Sharp or third party software used.
- Sleep function is disabled in all transfer modes.
- Information about Printer, Fax, RAM Card and Flash Memory Card, are described in previous sections.

Transfer device	Data and transfer direction (←: from ZR-5000, →: to ZR-5000)			Peripherals required	Recommended tasks
	Main application data	Add-on Software programs	PC Files		
Printer (See p. 190)	Single entry entire file/ applications Filer folders ←	NA	NA	CE-IR1 + PC Printer Cable	Wireless transfer of printer data
Remote fax machine (See p. 193)	Single Note, Document, Scrapbook entries Filer folders ←	NA	NA	CE-FM4 or CE-137T + Hayes-compatible modem + cable	Send faxes
RAM Card (See p. 204)	All entries ⟷	NA	Single file ⟷	NA	Application memory and extra application features
Flash Memory Card (See p. 206)	All entries ←	NA	NA	NA	Memory for multiple archive files
Another ZR-5000 (See p. 214)	Single entry entire file/ applications Filer folders ⟷	NA	Single file All files	None for infrared transfer; CE-315L for cable transfer.	Exchange data with other ZR-5000
OZ-6500 OZ-9000 Series (See p. 215)	Single entry entire file/ applications Filer folders ⟷	NA	NA	None for infrared transfer; CE-315L for cable transfer.	Exchange data with Sharp Organizers
Personal computer (See p. 218)	Single entry entire file/ applications Filer folders ⟷	NA	Single file	Software plus:* CE-IR4 or CE-137 + null model cable or Link cable	File transfer with other personal computers
Remote computers, public E-mail services (See p. 221)	Differs depending on Message Link/ Terminal			CE-FM4 or CE-137T + Hayes-compatible modem + cable *	

* Optional software may be required.
NA: Not applicable

Data Transfer with Other Sharp Devices

Your unit can transfer data with other Sharp Devices as follows:

- ZR-5000 to ZR-5000 via infrared transfer or cable.
- To/From OZ-6500 and OZ-9000 Series units via infrared transfer or cable.

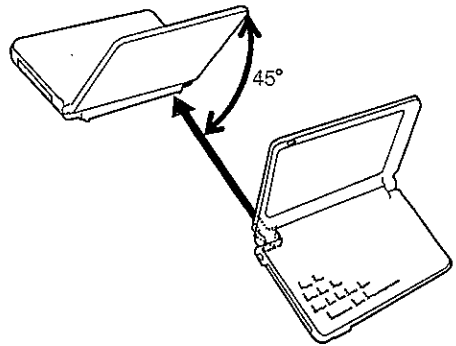
Data transfer between ZR-5000s

Data can be transferred easily from one unit to another using the **GET** and **SEND** keys. You can also use SEND Unit to Unit via infrared port or Data Transfer Cable.

- Transfer procedures vary according to whether single entries, folders, files or all entries are transferred.
- Single entries or all entries can be transferred for Activities, Notes, Documents, Outlines and Scrapbook.
- Single entries or all file entries can be transferred for Contacts and Data Files.
- Single folders can be transferred from Filer.
- Single file can be transferred for PC Files.
- To transfer whole applications, files, or entries marked as secret, both units must be unlocked, see p. 87.

Wireless infrared transfer

- Wireless transfer is possible with other ZR-5000 units and, OZ-6500 and OZ-9000 series units.
- No special hardware is required for wireless infrared Unit to Unit transfer.
- The units must be correctly aligned so their infrared ports face each other and are less than 50 cm (20 inches) apart, see p. 251.



- The units should not be more than three-quarters open during transfer or the infrared beam might be blocked.
- No special software set up is required to transfer single entries or folders using the **GET** and **SEND** keys.
- Keep the infrared port clean with a soft, dry cloth.

Dust on the port restricts data transfer.
- Avoid direct sunlight.
- Infrared transfer is simple, but it is easily affected by ambient conditions such as external light, distance, transfer angle, etc. Received data should be confirmed after the transfer.

Quick transfer

Single entries can be quickly exchanged between two units at any time using the wireless infrared transfer.

To quickly transfer single entries:

1. Turn both units on.
2. On the sending unit, select the entry you want to send in Index View or Detail View.
3. Press **GET** on the receiving unit.
4. Press **SEND** on the sending unit.
   The entry is transferred and added to the proper application data in the receiving unit. It will also be assigned to the IN folder in Filer.

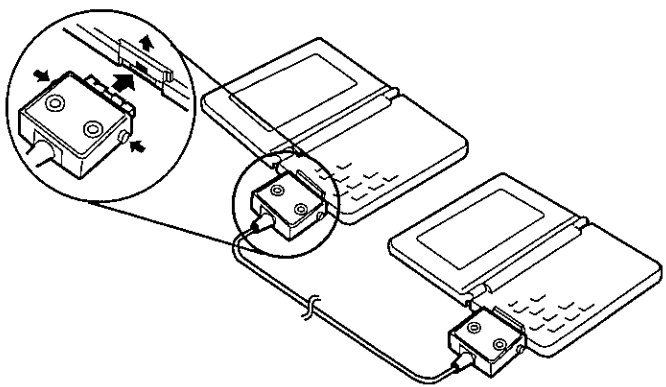
Unit to Unit transfer

Unit to Unit transfer lets you send:

- Single entries or all entries for Activities, Documents, Notes, Outlines and Scrapbook.
- Single entries or all file entries for Contacts and Data Files.
- Single files for PC Files.
- Filer folders.

For Unit to Unit transfer to take place correctly:

- Both units must use the same path; Cable or Wireless.
- If Cable is selected, connect the optional Data Transfer Cable CE-315L between the two units.

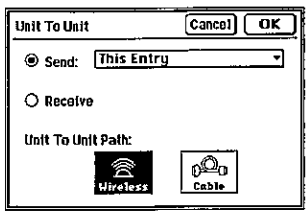


- Check the orientation of the cable when it is connected.
- Disconnect the cable as soon as the transfer is completed to conserve battery power.
- If Wireless is selected, correctly align the two units so that their infrared ports face each other and are less than 50 cm (20 inches) apart.

To perform a Unit to Unit data transfer:

1. Open the application.

2. Touch **SEND** and then select "**Unit to Unit**".



3. Touch **SEND** and select the entry/entries from the pop-up menu.

4. When sending Contacts or Data Files entries, check the With Link Information box as required.

5. Select the Unit to Unit Path from Wireless or Cable.

6. When you complete your settings and the other unit is ready to receive data, touch **OK** to transfer the data.

To receive a Unit to Unit data transfer:

1. Open the application you want to receive. If you are in the Contacts or Data Files, also select the file.

2. Touch **SEND** and then select "**Unit to Unit**".

3. Select **Receive**.

4. Select Unit to Unit Path from Wireless or Cable.

5. When you complete your settings, touch **OK** and wait for the data to be transferred. Received data is automatically assigned to Filer's IN folder.

Corresponding applications

When transferring data from your unit to OZ-6500/ OZ-9000 series, the following applications correspond:
Schedule - Appointment
To Do - To Do
ANN 1 - Holiday (Yearly by date)
ANN 2 - Holiday (Yearly by day)
Tel 1 - Contact 1
Tel 2 - Contact 2
Tel 3 - Contact 3
User File 1 - Data File 1
User File 2 - Data File 2
User File 3 - Data File 3
Notebook - Documents
Outline - Outlines
Scrapbook - Scrapbook

- For Appointments, Contacts and Data Files entries, if the Filter function is turned on, only filtered entries are sent. For Filer, transferred entries are stored in the proper source applications and are also automatically assigned to the IN folder on the receiving unit. After the transfer, move IN folder data to another folder, see p. 77.

Transfer conditions

- Press **ON** at any time to cancel a transfer.
- After a transfer, operation returns to the display in use before the transfer.
- Received data is stored and appended to existing data in the selected application.
- After a transfer using **GET** and **SEND** on the keyboard, the data is also automatically assigned to **Filer**'s IN folder so that you can check it. Always try to keep the IN folder empty.
- If a RAM card is installed, card applications can also be selected for data transfer, see p. 91.
- For **Contacts** or **Data Files**, the receiving file must be set up with the same fields. If a field type (text or picture) is different, the field cannot be transferred.
- **GET** and **SEND** on the keyboard do not work for cable transfers. These keys initiate an infrared transfer regardless of the selection for Unit to Unit path or if a cable is connected.
- Transfer of data via the infrared port requires no other devices. However, infrared transfer is easily affected by interference from ambient conditions. Use the optional data transfer cable CE-315L to ensure a more reliable connection, see p. 215.

Data Transfer with Other Computers

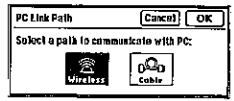
Your unit can exchange data with personal computers (PCs) and other computers.

PC Link

Using Sharp's optional PC Link software and hardware package (or third party software packages), you can exchange data with a personal computer.
Some PC Link software allows data transfer via the infrared port using the optional CE-IR4 wireless interface. You can also use your unit in a remote location, then transfer the data to your desktop computer when you return to your office. To check the availability of PC-Link products that perform these functions, call 800-BE-SHARP.

To set up your unit for use with PC Link software for ZR-5000:

1. Make sure your unit is turned off.
2. For infrared transfer, connect the CE-IR4 wireless interface to your PC. For details, see the CE-IR4 manual.
   For cable transfer, connect the PC Link cable to the 15-pin cable jack on your unit, and to an available communications port on your PC.
3. Press **ON**.
4. Touch **TOOLS** and select **PC Link**.



5. Select the PC Link Path from Wireless or Cable, then touch **OK**.
   Your unit is now ready for transfer. For further transfer procedures, check your PC Link software manual.
   Press **ON** at any time to exit the PC Link mode.

To set up your unit to use PC Link software for OZ-8000 Series or OZ-7000 Series Wizards:

1. Make sure the unit is turned off.
2. Connect the PC Link cable to the 15-pin cable jack on your unit, and to an available communications port on your PC.
3. Press **ON**.
4. Touch **TOOLS** and select **Import**.
5. Your unit is now ready for transfer.
   For further transfer procedures, check the PC Link software manual.

☞ When transferring data between OZ-7000/8000 Series and ZR-5000, the following applications correspond:

- Schedule - Appointment
- To Do - To Do
- ANN 1 - Holiday (Yearly by date)
- ANN 2 - Holiday (Yearly by day)
- Tel 1 - Contact 1
- Tel 2 - Contact 2
- Tel 3 - Contact 3
- User File 1/Business Card - Data File 1
- User File 2 - Data File 2
- User File 3 - Data File 3
- Memo - Documents
- Outline - Outlines

Organizer Link Software for Other Sharp Products

To use Organizer Link software (designed for OZ-8000 or OZ-7000 series Wizards), the following conditions apply.

When sending data:

- Application data not supported by Organizer Link cannot be sent. (Data File 1 corresponds to Business Card in the 8000 series.)
- If you try to exceed link character transfer limits, excess data is not sent.
- Documents entry tab codes are converted to carriage return [↵] characters on a computer. If you restore the Documents entry to your unit, converted carriage returns do not change back to tab codes, so the original layout (and text styles) are lost.
- The first 20 characters (or first line of text) of a Memo entry received as a Documents entry are entered as a title and also appear in the text. If you restore this data to the computer, the title (or first 20 characters) are redundant.
- For Contacts, free field names and contents cannot be sent over a 7000 series Organizer Link.

When using 8000 series Organizer Link:

- You cannot transfer the following data: DAILY ALARM, TEL FILE NAME, TEL/BUSINESS CARD (corresponds to Data File 1) FREE FIELD NAME and USER'S DICTIONARY (corresponds to Word key). If you attempt these transfers, no error messages are displayed, but the data is not transferred.
- You cannot transfer a Data File 1 (Business) entry if it has no data in its Name field, and you cannot transfer any complete file containing such an entry.

When receiving data:

- If an Outlines entry exceeds 32 Kb, only the first 32 Kb of data are received by your unit. Any subsequent text and entries are not transferred.
- For Memo entries received in Documents, the first 20 characters, or the first line of text, are entered as a title and also appear in the text field.
- For Memo entries received in Documents, the number of pages displayed in Index View are shown as **. Once data has been transferred, open the entry in Detail View and store it again after pressing **BS** or making some changes.
- Only suitable application data can be transferred. (Period mode data from the 8000 series cannot be received by your unit.)
- If you used free fields in TEL (corresponds to Contacts) or Business Card or User File (corresponds to Data Files) on the other unit, you must set the number of fields in Contacts or Data Files on your unit to be the same (e.g. 8 for the 8000 series) before transferring information, or the data in the free fields is not transferred to your unit. Also, if a field type (text or picture) is different in the two units, it cannot be transferred.
- When transferring Business Card entries from a 600 or 8000 series unit to Data File 1 or vice versa, data is entered into the corresponding fields. Even if Data File 1 fields are renamed, data is transferred to or from the fields with corresponding default names.
- When receiving a Business Card entry, if field contents would exceed 2048 characters (the limit for a Data File 1 entry), neither that field nor any subsequent fields of the Business Card entry are transferred.

Terminal mode

Terminal mode lets you use communications functions to link your unit to a remote computer or system (including a bulletin board service (BBS) or an on-line information service such as CompuServe), and to transfer data via phone lines between your unit and a personal computer.
For example, Terminal mode makes it possible to link your unit with a computer at home or the office using ordinary telephone lines, or to download (receive) information from public or private subscription databases.

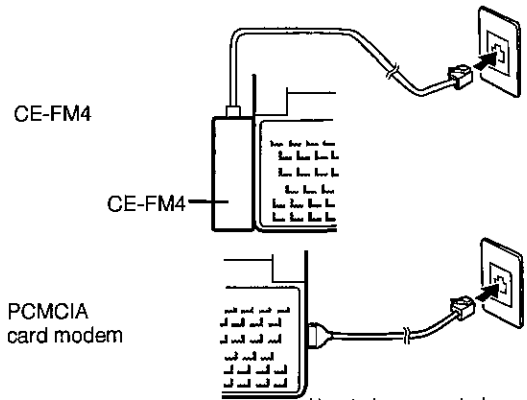
Hardware requirements

The optional Sharp CE-FM4 Fax/Modem can be used to transfer data in Terminal mode. You can also use a Hayes-compatible modem with an optional Sharp CE-137T Level Converter and RS-232C cable, or a PCMCIA Card modem.

☞
- An incorrect cable may damage the modem or the unit.
- Data communication over a cellular phone connection is typically less reliable than using a standard telephone connection.
  Please refer to your modem manual for information on your modem's support for cellular, as well as cellular communications guidelines.

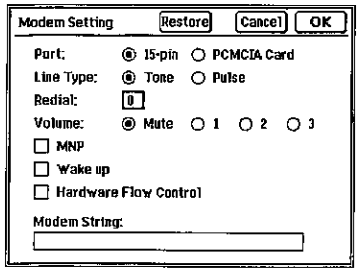
Connecting the modem

With your unit turned off, connect the modem to the 15-pin cable jack as shown in the diagram below, or insert your PCMCIA Card modem into the slot. To connect your modem to the telephone line, see your modem manual.



How to be connected varies with PCMCIA Card.

Modem Settings



The modem settings are as follows:

Port:

Select 15-pin (CE-FM4) or PCMCIA Card.

Line type:

Telephones use either tone or pulse dialing. Normally, push-button phones use tone dialing and rotary phones use pulse dialling (but not always). Select Tone or Pulse. Contact your telephone company if unsure.

Redial:

Sets the number of redial tries if a connection is not made on the first attempt (number is busy or did not answer). Redial can be set in the range 0-2.

Volume:

If your modem has a built-in speaker, selecting 1, 2 or 3 adjusts the speaker volume so you can hear dial and connection tones. The Speaker turns off automatically after connection. Mute turns the speaker off. (Speaker volume does not function with the CE-FM4 Fax/Modem.)

MNP:

Check to use MNP (Microcom Network Protocol) if supported by your modem. MNP corrects data errors caused by line noise, etc. CE-FM4 does not support MNP, and will ignore this setting.

Wake Up:

Turns your unit on in Terminal mode when called by a remote system (unless start-up display has Ask Password set to On). There are other hardware and software requirements. For more information, contact your local Sharp dealer.

Hardware Flow Control:

Provides enhanced data flow control for high-speed (greater than 2400 bps) communications.

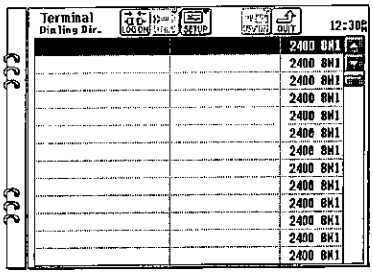
Modem String:

Used to input commands for initializing the modem. When using the CE-FM4, you do not have to set this field.

To change your modem settings:

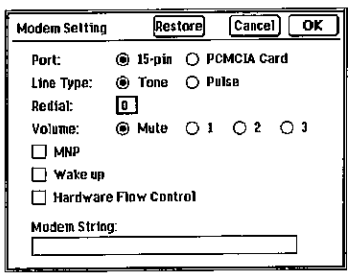
1. With the modem connected, turn your unit on.

2. Touch **TOOLS** and touch **Terminal** twice.



Terminal mode is selected.

3. Touch **SETUP** and select "**Modem Setting**".



4. Touch and select any required settings.

5. Use the numeric keys to enter the Redial value.

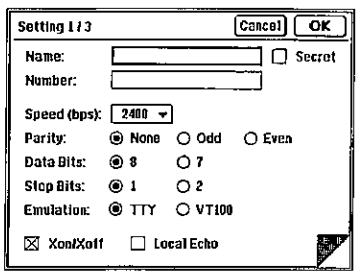
6. When you complete your settings, touch **OK**.

[Restore] Touch the button to clear user settings and return to default settings.

Dialing directory settings

Terminal connection parameters are set from the Dialing Directory Setting display. Each entry has its own settings, so that you can dial a number just by selecting the desired entry.

- When off line, **Dial Setting** can be selected and **Configuration** is faded.
- When on line, **Configuration** can be selected and **Dial Setting** is faded. Configuration is a subset of Dial Setting, for use while on-line. Dial Setting has three setting displays and Configuration has two.



Parameters that can be set:

Name: Name of the dialing entry.

Number: Phone number to dial.

Speed (bps): Transmission speed in bits per second.

Parity: Simple form of transmission error checking.

Data Bits: Size of each data character transmitted (8 or 7 bits).

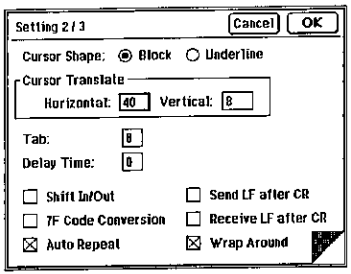
Stop Bits: Signals sent to indicate the end of each transmitted character.

Emulation: Type of computer terminal emulated as the basic remote system input/output device. Select from TTY or VT100.

Xon/Xoff: Form of handshaking (or flow control) between modems.

Local Echo: Selects whether or not to display entered characters when connected to a remote terminal.

To shift to the Setting 2/3 display, touch the bottom right of the ◩ icon:



Cursor Shape: Select cursor shape from Block/Underline

Cursor Translate: Number of vertical lines (range 1 - 24, default 8) or horizontal characters (range 1 - 80, default 40) that key operations move the cursor.

Tab: Sets the tab size in characters.

Delay Time: Time the sending unit waits for the receiving unit to read a line of text. Set any value from 0-99, in tenths of a second.

Shift In/Out: Switch to distinguish between accented and unaccented alphanumeric characters.

7F Code Conversion: Switch to interpret transmission code as a delete or backspace in 7-bit data.

Auto Repeat: Repeat key function for press and hold.

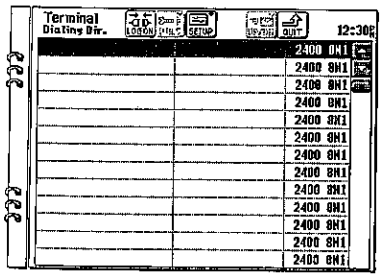
Send LF after CR: Adds a line feed to a sent carriage return.

Receive LF after CR: Adds a line feed to a received carriage return.

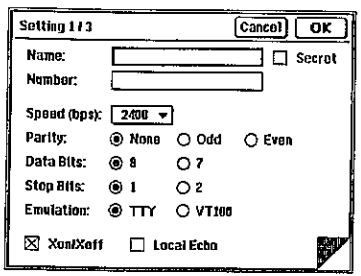
Wrap Around: Moves characters to a new display line when the end of a line is reached.

To make a Terminal dial setting entry:

1. Touch **TOOLS** and select **Terminal.**



2. Touch **SETUP** and select "**Dial Setting**".



- Enter the name and phone number for each entry.
- Default settings (except transmission speed), should work well for most modem communications.
- When changing settings, try to match the settings of the remote (called) system.

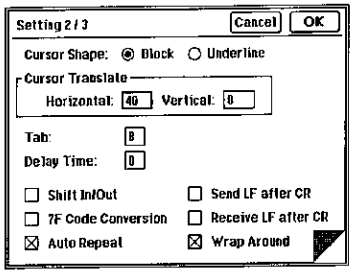
3. Touch **Name** field and enter the entry's name.

4. Touch the Number field and enter the phone number for the remote system.
   - Include the area code if required.
   - If calling from a private PBX telephone system, you may need to dial 9 or some other number to get an outside line before dialing a required number.
   - PBX outside line connection usually has a delay. If the modem dials continuously, part of the number may be lost. Insert a comma in the number to instruct the modem to pause when dialing. For example, 9,555-1212.

5. Touch the **Speed (bps)** button and select a speed setting.
   Data transmission can only be as fast as the slowest of the two modems used. If your modem is capable of 2400 bps and the remote modem of 1200 bps, select 1200 bps.

6. Check the Secret box if you require password access for this entry, see p. 86.

7. Make any other required setting changes.
Use the page icon (◩) to turn to other pages.



8. When you complete your settings, touch **OK**.

☞ It is beyond the scope of this manual to explain all aspects of communications, such as protocols, terminal emulation, etc. For further information, consult your modem manual or a reference book.

Changing dial settings

To change the settings for any dialing entry:

1. Select the entry from the Dialing Directory display.
2. Touch **SETUP** and select "**Dial Setting**".
3. Make any changes you require.
4. Touch **OK**. The new settings are stored.

☞ For more details about Auto Log on, see p. 233.

Making a call

After setting up your unit with the modem, and making a Dialing Directory entry for the BBS, computer information service, or other remote computer, you are ready to communicate.

To make a call:

1. Touch **TOOLS** and select **Terminal**.

2. Select the entry you want to call.

3. Touch **LOG ON** to dial the number.
   A message indicates when a connection is made with the other modem.
   - If the other modem answers, but no connection is made due to a setting mismatch or other problem, or if a connection is made but garbled characters are displayed, press **ON** to disconnect, and try again.
   - If you (after checking) still have trouble connecting, refer to "Communications Troubleshooting" on p. 235.

Calling conditions

- If you connect with a remote unit but the displayed characters are garbled, try connecting again at a slower speed.
- If your telephone line has a call waiting feature, you may receive data errors or garbled characters when someone tries to call while you are connected to a remote computer. You may be able to temporarily disable this feature before connecting to the remote computer. Contact your telephone company for details.
- If you make a connection, but do not see any characters on the display when you enter text, or you see double characters, change the local echo setting for the entry (turn it on or off), see p. 224.
- You must unlock your unit before selecting a secret entry.

Hanging up

When you want to disconnect, you must log off from the remote computer. BBS and information services have specific log off procedures that you should follow. Do not just unplug the modem or break the telephone line connection.
After logging off, press **ON** to hang up. If for any reason the auto log off procedure fails, or you are connected to another user, press **ON** at any time to end the call and return to the Dialing Directory display.

Receiving a call

In addition to making outgoing calls, your unit can also receive calls from other modems when set to "auto answer".

To receive a call:

1. Touch **TOOLS** and touch **Terminal** twice.

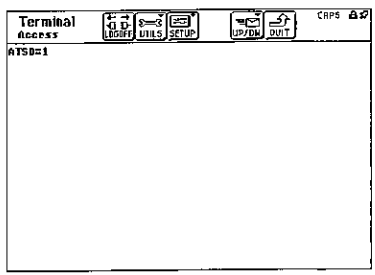
2. Select a blank entry field, touch **SETUP** and then select "**Dial Setting**".

3. Enter a name for the expected caller, or a general name such as "Answer". Leave the Number field blank. Make settings changes as required for the incoming call (speed may be the only setting you need to change).

4. When you complete your settings, touch **OK**.

5. From the Dialing Directory display, select the entry you just made, and then touch **LOG ON**.

6. In the terminal display, enter *ATS0=1* and press **ENTER**.



This sets your unit's modem to automatically answer a call after one ring. For an explanation of AT commands (such as ATS0=1), consult your modem manual.

- Any call is automatically answered.
- Press **ON** to turn off auto answer or to disconnect when the call is completed.

☞ The Sleep function is disabled in Terminal mode. Auto answer draws battery power continuously (unless the optional AC adaptor is connected, see p. 52), so you should set it up just prior to the call.

On-line operations

When connected to another computer via modem, anything you enter on your keyboard is sent to the remote computer, and anything received appears on your display. Terminal mode commands add power and flexibility to the process.

- To use ASCII control codes while your unit is on-line, touch **UTILS**, select "**Use Control Code**" then press the appropriate key as shown in appendix B.
- To interrupt a process, touch **UTILS** and select "**Send Break Code**".
  This is also required for some log-off procedures.
- To open a movable numeric keypad on the display, Touch **UTILS** and select "**Pop-up Numeric Keypad**". This keypad function is only for VT-100 terminal emulation.
- Use **SMBL** to enter accented characters (Ä, Ü, etc.) in on-line mode.

To make Terminal mode commands:

1. Once connected to the desired remote system, touch **UP/DN**.

2. Select the required command or function from the menu.

3. If necessary, press **ON** to cancel an upload or download which is currently in progress.

☞ With SHIFT IN/OUT set to ON and DATA BIT to 7, trying to cancel a file transfer might break the connection. If this occurs, press **ON** to disconnect and change SHIFT IN/OUT to OFF or DATA BIT to 8 for that entry, then try again.

Data transfer

Your unit can upload (send) Documents entries in either ASCII (text) format or using XMODEM file transfer protocol. It can also upload Filer folders and PC Files using XMODEM, and upload and download text and files using either ASCII or XMODEM.

- For a Documents entry, the number of downloaded pages is displayed as ** in Index View. Once downloaded, open the entry in Detail View and store it again to display the number correctly.
- ASCII (American Standard Code for Information Interchange) is a character set for transferring text between different kinds of computers, so that text entered on one computer appears in the same form on a remote computer. ASCII has no error correction.
- XMODEM is a file transfer protocol with error correction.
  When MNP is on, XMODEM cannot be used. (To check, touch **SETUP** and select "**Modem Setting**".

To upload or download data in Terminal mode:

1. Touch **TOOLS**, select **Terminal** and LOG ON to the desired system.

2. Once connected, select **UP/DN**.

3. Select the desired data transfer function from the menu.
   - For Upload Text (XMODEM or ASCII), a display similar to Index View appears, showing all your Documents entries. Select the entry to be uploaded, and then touch **Upload**.
   - For Upload Folder, a display similar to Filer Drawer opens, select the folder to be uploaded, and then touch **Upload**.
   - Select between Main Unit or IC Card to set download destination, then for Download, edit a name (of up to 20 characters), enter a description (only in PC Files) and touch **OK**.
   - Select Stop Download when download text (ASCII) is completed.

4. The selected entry or folder is transferred.
Press ON at any time to cancel the upload or download.

☞ Some computer information services require specific log-on procedures before data upload or download. Consult the service provider for details. This unit can automate log-on procedures, see p. 233.

Data transfer via CompuServe

You can upload a folder from your unit to CompuServe, where it can then be downloaded by other users whenever they want.

To upload a folder to CompuServe:

1. Access CompuServe using the normal log-on procedure.

2. When asked to enter a choice, enter *GO EASY* and press **ENTER** to go to the Electronic Mail Service. When asked about additional information, enter *N* and press **ENTER**.

3. Press *3* and then press **ENTER** to select UPLOAD a message, press *1* and then press **ENTER** to select XMODEM (MODEM7) protocol, and press *3* and then press **ENTER** to select Binary.

4. Touch **UP/DN** and select "**Upload Folder (XMODEM)**".

5. Select the folder and then touch **Upload**.

6. The upload process begins.
Press **ENTER** when the transfer is complete.

7. Answer all prompts from CompuServe:
Send to (Name or User ID): *101115,3174* **ENTER**
Subject: *Product Info* **ENTER**
Your Name: *John Smith* **ENTER**
CompuServe responds with:
To: *101115,3174*
From: *John Smith*
Subj: *Product Info*
Are your message and address correct? (Y or N) *y* **ENTER**
Message sent to 101115,3174
Press <CR>! **ENTER**

8. When the CompuServe Mail menu appears again, enter *bye* and press **ENTER** to exit CompuServe.

9. Press **ON** to disconnect.

Auto log-on

When you call a BBS or information service, the log-on procedure (in which you enter your name, user number, and password), is often the same each time you connect. Your unit can automate your log-on, making it faster, cheaper and easier.

Auto Log on Commands

Auto log-on uses the character strings you normally enter manually (when logging onto the BBS or information service), in conjunction with the following commands:

"S": Search for a character string sent from the BBS before going to the next step of the log-on procedure. For example, USER ID: means wait for the text "USER ID:" to be received before continuing.

"R": Reply with a character string. For example, RJOHN JOHNSON means send the text "JOHN JOHNSON".

"W": Wait in tenths of a second. For example, W2 would introduce a 0.2 second pause before the next step.

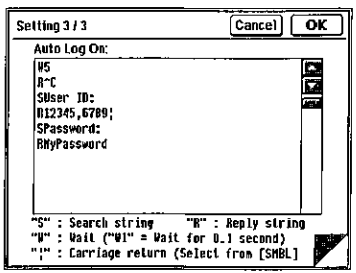
"¦": Insert a carriage return after a character string. Must be included at the end of lines where you would normally press **ENTER**. Use **SMBL** to enter "¦".

To use auto log on:

1. Touch **TOOLS** and touch **Terminal** twice.

2. Select the entry that requires auto log-on.

3. Touch **SETUP**, select "**Dial Setting**" and then touch ◩ to turn to the Setting 3/3 display.



4. Enter your Auto Log on text.
   Press [↵] after each command.
   - Enter search strings (S command) exactly as the system you are calling displays them.
   - Use uppercase and lowercase letters exactly as used when logging on manually.
   - You may need to log onto a system manually to copy the system's log-on text strings.

5. When you complete your entry, touch **OK** to store the auto log-on text.

Terminal emulation

There are two terminal emulation modes, TTY (teletypewriter) and the more advanced VT100 (VT stands for video terminal). In the dialing entry, select the terminal emulation mode the remote computer system supports.
You can configure terminal parameters (Cursor Shape, Cursor Translate (Horizontal and Vertical), Tab, Auto Repeat and Wrap Around) to suit your requirements. Default settings work well for most communications, but you may sometimes need to change emulation settings, see p. 225. Use the VT100 numeric keypad on the display like function keys on a standard computer.

To use the VT100 keypad in on-line mode:

1. Once connected, touch **UTILS** and select "**Pop up Numeric Keypad**".

2. Touch the keys on the keypad as required.
   - The keypad is a movable window, so you can move it to any place on the display. Touch the top left corner and drag the keypad to the new location.
   - The underlying Terminal display cannot be accessed while the keypad is displayed.

3. Touch **Cancel** when you have finished with the keypad.

Terminal Display Setup

Your unit's display is smaller than most standard personal computers. Terminal SETUP lets you select a Fixed or Virtual screen display, and choose between Small and Large fonts.

Fixed Screen (Wrap Text):
Text that does not fit on a line wraps to a new line.

Virtual Screen (80 Chr):
The display forms a window and text is displayed in the same format as a conventional remote terminal. Use the cursor keys to view text off the display. Default cursor key settings move the display window 40 characters horizontally or 8 lines vertically.
Use Small Font:
Selects display using a small font.
Use Large Font:
Selects display using a large font.

Message

Optional Zaurus Mail software for your personal computer is required to use the Message function. Message lets you send and receive messages and data to/from other unit's users.

- You can use your personal computer as a host for sending and receiving messages.
- You can also attach messages when sending and receiving Filer folders and Add-on Software.
- For details, see the Zaurus Mail software manual.
- Call 800-BE-SHARP regarding availability of Zaurus Mail software for your PC.

Communications Troubleshooting

Common communications problems and their solutions are listed below.

Problem:	**Remote system answers, but no connection is made.**
User message:	None, or NO CARRIER.
Cause:	Setting mismatch with remote system. Excessive line noise.
Solution:	Touch **SETUP**, select **"Dial setting"**, and check the configuration (data speed, parity, data bits, stop bits). Wait a short period of time and try again.

Problem:	**Remote system answers but received characters are garbled.**
User message:	None.
Cause:	Incorrect setting for parity, data bits or stop bits. Excessive line noise.
Solution:	Change the settings for parity, data bits or stop bits. Wait a short period of time and try again.

Problem: **Connection with remote system terminates unexpectedly.**

User message: None.

Cause: Surge of line noise, user error, etc.

Solution: Try again.

Problem: **Dialing terminated unexpectedly.**

User message: Problem during dialing, auto dialing was terminated.

Cause: Incorrect phone number entered.
Incorrect line type selected (tone or pulse).
Modem not connected to a phone line.

Solution: Check phone number in Dialing Directory.
Check Line Type setting in Modem Setup.
Check modem is correctly connected to your unit and a telephone line.

Problem: **Auto log-on fails.**

User message: There was a problem during auto log on. Check the auto log on commands.

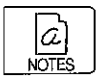
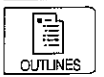
Cause: Incorrect auto log-on settings.
Excessive line noise.

Solution: Check auto log-on settings. Make sure "S" and "R" character strings are correct and that "¦" is included at the end of each line that requires it.
Wait a short period of time and try again.

Appendices

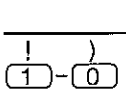
A. Key Notations
B. ASCII Control Codes
C. Reset
D. Troubleshooting
E. Battery Replacement
F. Specifications

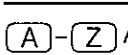
A. Key Notations

Key	Representation in text	Function
	ACTIVITIES	Opens the Activities application.
	CONTACTS	Opens the Contacts application. Press again to switch between Contact 1, 2 and 3.
	DATA FILES	Opens the Data Files application. Press again to switch between Data File 1, 2 and 3.
	NOTES	Opens the Notes application.
	DOCUMENTS	Opens the Documents application.
	OUTLINES	Opens the Outlines application.
MORE	MORE	Accesses installed PCMCIA cards or Add-on software.
	CALC	Opens the Calculator.
	WORLD	Opens the World Clock.

Key	Representation in text	Function
	SCRAPBOOK	Opens Scrapbook.
	FILER	Opens Filer.
	SEARCH	Initiates the Search function.
	TOOLS	Opens utilities and user preferences.
	HELP	Calls the on-line help feature.
QUIT ON	ON	Turns the unit on.
	QUIT	Interrupts printing and data transfer.
OFF	OFF	Turns the unit off.
GET	GET	Receives data from another unit via the infrared port.
SEND	SEND	Sends data to another unit via the infrared port.
	2nd SEND	Prints selected entry or folder when a printer is connected.

Key	Representation in text	Function
CANCEL	CANCEL	Clears entries that have not been stored. Cancels a menu, selection or operation; returns to a previous display.
MENU	MENU	Opens the tool bar menu.
NEW ENTRY	NEW ENTRY	Opens a new entry in an application.
	⇧ NEW ENTRY	Clears field contents when entering or editing data.
◀	◀	Moves the cursor one character to the left. In Outlines, promotes a topic one level (to the left).
	2nd ◀	Moves the cursor to the beginning of a line.
▲	▲	Moves the cursor up one line. Scrolls the display up.
	2nd ▲	Moves the cursor to the beginning of a field, or moves the cursor to first line of a field.

Key	Representation in text	Function
	▼	Moves the cursor down one line. Scrolls the display down.
	2nd ▼	Moves the cursor to the end of a field, or moves cursor to last line of a field.
	▶	Moves the cursor one character to the right. In Outlines, demotes a topic one level (to the right).
	2nd ▶	Moves the cursor to the end of a line.
	PREV	Moves the cursor between fields. Steps up through entries or screens. Continues a keyword search backward.
	NEXT	Moves the cursor between fields. Steps down through entries or screens. Continues a keyword search forward.
	1 - 0	Enters numerals 1 to 0.
	⇧ 1 - ⇧ 0	Enters symbols.

Key	Representation in text	Function
	-	Enters a hyphen.
	⇧ -	Enters the symbol +.
	BS	Backspace key; deletes the character to the left of the cursor.
	⇧ BS	Enters the symbol =.
	A - Z	Enters the letters A to Z.
	2nd Q	Inserts a new topic in Outlines.
	2nd W	Moves family in Outlines.
	2nd E	Expand/Collapse topics in outlines.
	2nd T	Stamps the current local time at the cursor position in an entry.
	2nd D	Stamps the current local date at the cursor position in an entry.
	2nd Y	Sets the text style to plain in Documents.
	2nd U	Underlines any text style in Documents.

Key	Representation in text	Function
	2nd I	Sets the text style to italics in Documents.
	2nd O	Sets text style to bold in Documents.
	P	Enters PM in a time field.
	2nd P	Prints the current display (with printer connected).
	A	Enters AM in a time field.
	2nd F	Searches for specific text in a Documents entry.
	2nd H	Enters an accent mark ¨ (then enter a letter).
	2nd J	Enters an accent mark ` (then enter a letter).
	2nd K	Enters an accent mark ´ (then enter a letter).
	2nd L	Enters an accent mark ˜ (then enter a letter).
	2nd Z	Undo [DEL] in Notes.
	2nd B	Enters an accent mark ˆ (then enter a letter).
	2nd X	Cuts the specified text, picture or entry to the clipboard (for pasting).
	2nd C	Copies the selected text, picture or entry to the clipboard (for pasting).
	2nd V	Pastes text, a picture or an entry from the clipboard to the cursor location.
	2nd N	Enters the French character Ç.
	2nd M	Enters the German character β.
TAB	↵	Enters a carriage return.
	⇧ ↵	Enters a tab in Documents.
	⇧	Switches letters between uppercase and lowercase when held. Enters symbol above a key when held while the key is pressed.

Key	Representation in text	Function
' ,	,	Enters a comma.
	2nd ,	Enters a double quotation mark.
	⇧ ,	Enters a quotation mark.
: .	.	Enters a period. For Calculator, a keyboard period acts as a decimal point.
	2nd .	Enters a semicolon.
	⇧ .	Enters a colon.
CAPS	CAPS	Caps lock key; switches letter keys between uppercase and lowercase.
2nd	2nd	Press with another key to access keyboard shortcuts.
/ WORD	WORD	Accesses the user word list.
	⇧ WORD	Enters a slash.

Key	Representation in text	Function
? SMBL	SMBL	Accesses the symbol selection display.
	⇧ SMBL	Enters a question mark.
SPACE	SPACE	Space key.
DEL	DEL	Deletes the character to the right of the cursor when entering or editing data. Deletes entries in Index mode.
	⇧ DEL	Deletes the line at the cursor location.
ENTER	ENTER	Executes operations, stores entries in memory.
	2nd ENTER	Stores a copied entry as a new entry, leaves the original entry unchanged.

B. ASCII Control Codes

To generate ASCII control code in Terminal mode, touch **UTILS**, select "**Use Control Code**", then press the key as shown in the table below.

Hex Value	Key	ASCII Code
00	@	NUL
01	A	SOH
02	B	STX
03	C	ETX
04	D	EOT
05	E	ENQ
06	F	ACK
07	G	BEL
08	H or BS	BS
09	I or ⇧ + ↵	HT
0A	J	LF
0B	K	VT
0C	L	FF
0D	M or ↵	CR
0E	N	SO
0F	O	SI
10	P	DLE
12	R	DC2
14	T	DC4
15	U	NAK
16	V	SYN
17	W	ETB
18	X	CAN
19	Y	EM
1A	Z	SUB
1B	[or CANCEL	ESC
1C	\	FS
1D	]	GS
1E	^	RS
1F	_	US

C. Reset

Strong impacts, exposure to electrical fields, and other unusual conditions may render the unit inoperative (pressing keys and touching the display has no effect). If this occurs, you must press the RESET switch on the back using the touch pen or a similar object. Conditions that make the unit inoperative may also erase part or all of the data stored in memory.

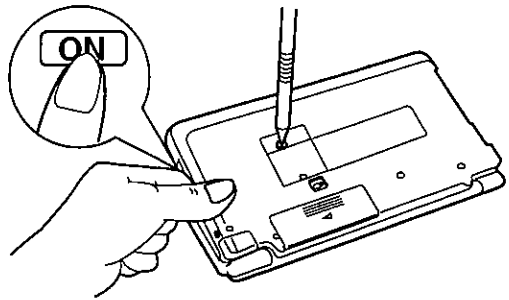
☞ Do not use sharp objects or objects with breakable tips to press the RESET switch.

All Reset operation

If the unit still fails to function after being reset with the procedure above, or if you forget the password to be entered at start up, you must reset the unit using a more complicated procedure.

To perform an All Reset operation:

1. Hold down **ON** while pressing and releasing the RESET switch.



A message appears.

2. Release **ON**.

3. Touch **No**.
The built-in clock and any set daily alarms will be reset.

☞ Do not touch **Yes** in step 3 (as this will delete all unit data). However, if you forget the password for the start-up display, to use the unit you must touch **Yes** and lose all your data.

D. Troubleshooting

When the unit is not functioning properly, refer to the list below for solutions before contacting your Sharp dealer.

Problem	Solution
The display remains blank after pressing **ON**.	• Make sure the battery replacement switch is in the NORMAL OPERATION position. • Adjust the LCD contrast, see p. 12. • Install new batteries, see p. 246.
Poor display contrast.	Adjust the LCD contrast, see p. 12.
The unit is turned on, but pressing keys and touch buttons has no effect.	Reset the unit, see p. 243.
"Not enough memory" displayed.	The memory is full or nearly full. Delete unnecessary data or install a RAM Card. Check the amount of free memory using Tools/ Memory, see p. 82.
Alarms don't sound at set times.	Enable alarms using Tools/Sound, see p. 83.
Pressing a touch button or touching the display has no effect (or an operation which is not selected occurs).	Calibrate the touch panel using TOOLS/Display, see p. 13.
A PCMCIA card is inserted but it doesn't function.	Release the card lock switch, remove the card, and then insert it again. (Check from the back of the unit that the card is fully inserted.) Slide the card lock switch into the lock position (if possible), and then press ON to access the card functions. For removing and inserting cards, see p. 201.

E. Battery Replacement

General guidelines

Your unit uses the following battery types:

Use	Type	Size/Model	Qty.
Operations	Alkaline batteries	LR6(AA)	2
Memory backup	Lithium battery	CR2032	1

☞ Important points to remember when installing new batteries:

- Do not remove operating batteries and the memory backup battery at the same time (this will result in the loss of all stored data).
- Backup important data before replacing batteries.
- Remove an installed PCMCIA card before replacing batteries. If the PCMCIA card has its own batteries, check that they are not depleted before removing the card from the unit.
- Replace both operating batteries at the same time with new batteries of the same type.
- The memory backup battery is installed at the factory. It drains slightly during shipment and distribution, so it may not achieve the lifetime indicated in the specifications.

Caution:

- Keep batteries out of the reach of children.
- If the unit will not be used for a long period of time, turn the unit on once a month and confirm that BATT doesn't appear at the top of the display (or replace the batteries beforehand). Leaving spent batteries in the unit may cause battery leakage and damage from corrosion.
- Do not dispose of batteries in a fire, this may cause explosions.

Replacing operating batteries

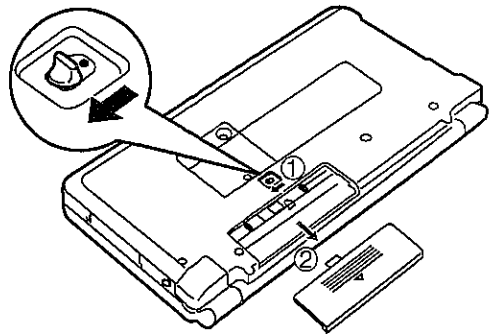
When using the unit, if BATT appears at the top of the display, the operating batteries may need to be replaced. To confirm this, turn the unit off and then on again. The unit will display a message if the operating batteries need to be replaced.

To replace the operating batteries:

1. Turn the unit off.

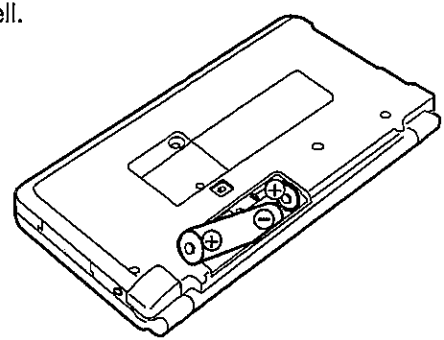
2. Set the battery replacement switch on the back to "REPLACE BATTERIES" (the red dot is visible).

3. Slide the operating battery cover off.



4. Remove the old operating batteries.

5. Insert two new LR6(AA) operating batteries. Align them correctly for positive (+) and negative (-) polarity, as shown in the battery well.



6. Replace the operating battery cover.

7. Set the battery replacement switch to the "NORMAL OPERATION" position.

If nothing happens when you press ON:

- Setting the battery replacement switch to "REPLACE BATTERIES" shuts off operating power. Check that this switch is set to "NORMAL OPERATION".
- Check that the card lock switch is in the locked position.
- Repeat the battery replacement procedure step by step.

Replacing the memory backup battery

The memory backup battery has an expected lifetime of about five years under normal conditions (temperature extremes can shorten this lifetime). Replace the memory backup battery every five years or whenever the following display appears.

WARNING:

When the operating batteries are depleted, replace them promptly with new batteries. If depleted operating batteries are not replaced, the memory backup battery is drained more quickly than normal.

Memory backup battery lifetime (approx.):

- 4 months (if operating batteries are depleted)
- 5 years (when operating batteries are replaced promptly)

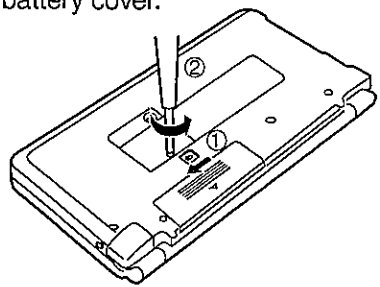
☞ Do not replace the memory backup battery if the operating batteries are weak, as this may result in the loss of all data. If necessary, replace the operating batteries before replacing the memory backup battery.

To replace the memory backup battery:

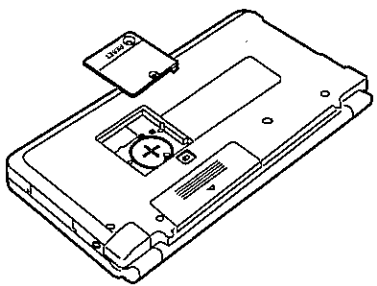
1. Turn off the unit.

2. Set the battery replacement switch on the back to "REPLACE BATTERIES" (the red dot is visible).

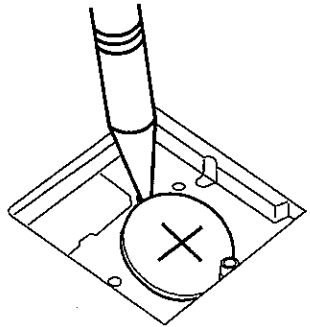
3. Undo the screw from the memory backup battery cover.



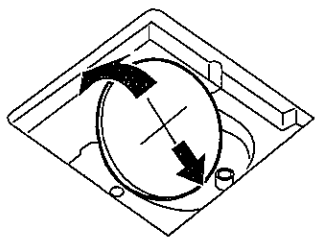
4. Remove the memory backup cover.



5. Use a ballpoint pen or a similar object to remove the old memory backup battery.



6. Insert a new CR2032 battery, positive (+) side up.



7. Replace the backup battery cover and secure it with the screw.

8. Set the battery replacement switch to the "NORMAL OPERATION" position.

If nothing happens when you press ON:

- Setting the battery replacement switch to "REPLACE BATTERIES" shuts off operating power. Check that this switch is set to "NORMAL OPERATION".
- Repeat the battery replacement procedure step by step.

F. Specifications

Model:	ZR-5000
Display:	320 x 240 dot matrix liquid crystal display

Electronic unit

Applications:	Activities, Contacts, Data Files, Notes, Documents, Outlines
Desk accessories:	Calculator, World Clock, Scrapbook, Filer, Search, Tools and Help
Memory capacity:	1 Mbyte (User area: Approx. 750 Kbytes)

Appointments capacity:
Approx. 11,600 entries
Contacts capacity:
Approx. 11,240 entries
These capacities assume the following average entry sizes and only apply when all the available memory is committed to a single function.
Appointments: 32 characters/entry
Contacts: 16 characters/entry in the name field 12 characters/entry in the number field

Maximum data per entry:

Documents:	16 Kbytes
Outlines:	32 Kbytes for an entire outline, 2 Kbytes for each topic
Contacts/Data Files:	2 Kbytes for text data, 61.7 Kbytes for graphics data
Others:	2 Kbytes
User interfaces:	Touch panel, keyboard
Other features:	Secret function, data transfer, keyword search, messages, etc.

Calculator

Digits:	10
Functions:	Addition, subtraction, multiplication, division; constant, square root, percent, memory calculation, date calculation, paperless printer.

Clock

Crystal frequency:	32,768 Hz
Accuracy:	Average variance per day, 1.5 seconds (at 25°C/77°F).
Display :	Year, month, day, day of week, hours, minutes, AM/PM, city names.

Time system: 12 hour or 24 hour
Other functions: Date and time for world cities. Daylight saving time (DST) function.

Peripherals and transfer interface

IR send distance
- 50 cm (20 inches) maximum at speeds of 9600 bps to 115 Kbps using IrDA-compatible protocol.
- 50 cm (20 inches) maximum at speeds of 9600 bps to 19.2 Kbps using Sharp IR (ASK) protocol.
- IR distance may change depending on the system used.

Cable jack: 15 pin
PCMCIA card slot: 1 (Type II)

General

Power: Battery (or optional AC Adaptor EA-23E)
Operating: 3 V DC alkaline batteries (LR6 x 2)
Memory backup: 3 V DC, lithium battery (CR2032 x 1)

Power consumption: 0.5 W
Battery lifetime: Varies depending on usage.
Operating:
- 60 hours approx. 2 months of 1 hour per day continuous display at ambient temperature of 23°C (73°F).
- 35 hours approx. 1 month of 1 hour per day use, searching data for 5 minutes and display for 55 minutes, at ambient temperature of 23°C (73°F)

Memory backup:
- 4 months approx. (with depleted operating batteries)
- 5 years approx. (with replacement of depleted operating batteries).

Operating temperature: 32° to 104°F (0° to 40°C)

Dimensions:	
Open:	170(W) x 191(D) x 18(H) mm (6-11/16(W) x 7-17/32(D) x 23/32(H) inch)
Closed:	170(W) x 100(D) x 25.4(H) mm (6-11/16(W) x 3-15/16(D) x 1(H) inch)
Weight:	Approx. 385 g (0.85 lb) including batteries
Accessories:	Alkaline batteries LR6(AA) x 2, lithium battery CR2032 x 1 (installed), operation manual, protection card (installed), touch pen

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ADDENDA

1. Battery

- If the batteries are not installed, or are depleted, the EA-23E will not supply any power.

2. Editing

- Once you have cut or copied something, do not attempt to drag and drop another item until you have pasted the first one. If you do so, the first item will be lost.

lew Linked Entry

Be sure to save the entry before you change to a different application or turn the power off. Otherwise the entry will not be linked automatically.

r pages of the note will be printed (or even if you have only drawn on one of

5. Card

- Memory cards, when resident in the Zaurus PCMCIA slot, affect the total battery life of the Zaurus main unit. The effect on the Zaurus battery
- Flash Memory cards are ideal for archiving Zaurus
- For increased cellular communications reliability with most cellular-ready modems, we recommend you consult your modem manual for the proper
- After a backup or restore operation, the display takes a few seconds to reappear.

Supplement to the ZR-5000 Operation Manual

ERRATA

1. Page 81, "Utilities", line 9.
Delete "Clearn up;" from the sentence.

2. Page 109, "To delete single entries", step 2.
Delete "or display the Details view" from the sentence.

3. Page 113, "To insert a symbol:", step 4.
Delete "it will flash on the display." from the sentence. On the next line, change "Type" to "type".

4. Page 124, "Deleting a single entry:".
Page 129, "Deleting single entries:".
Page 132, "Deleting single entries:".
Page 140, "Deleting single To Do entries:".
Delete the whole step 1 sentnece respectively.
Insert: 1. Select the entry in Index View or touch the entry in Day view.

5. Page 126, left column, display.
Change the date of To field from "27" to "26".

6. Page 126, "To use the Repeat function to enter a vacation:", step 6.
Change "then touch ▲ three times" to "then touch ▲ four times".

7. Page 133, "Making a new To Do entry", Example.
Change "Enter "Preparation of the Alpha project ..." to "Enter "Prepare Alpha project".

8. Page 136, right column, display.
Page 137, right column, display.

- Remove **Cancel** at the upper right of the display.
- Replace **OK** with **Done** at the upper right of the display.

9. **Page 137, "To make a To Do entry with labels:", step 7.**
Page 137, "To assign labels using the Labels list:", step 3 .
Page 138, "To edit the labels list:", step 5.
Change "**OK**" to "**Done**".

10. **Page138, "To edit the labels list:", step 1.**
Change "From the To Do Index" to "From the To Do Detail View".

11. **Page 144, "To select a Contacts file:", step 4.**
Change "⇕ " to "▲ or ▼".

12. **Page 149, "To make a New Linked Entry:", step 5.**
Delete "change to Index View, then".

13. **Page 153, "To delete a single Contacts entry:", step 1.**
Delete "or Detail" from the sentence.

14. **Page 160, "To make a Notes entry:", step 2.**
Delete "★ Press NEW ENTRY ".

15. **Page 161, "Locking the keyboard".**
Change "You may what Åc" to "You may want ...".

16. **Page 161, "Locking the keyboard ", the fourth bullet.**
Delete "When the keyboard is locked, ".

17. **Page 178, "Documents with pictures", the second bullet.**
Delete "twice" and insert the following ", and then touch [PICT] ".

3. A
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SERVICE AND SUPPORT

If your Zaurus malfunctions or is damaged.

First, be sure to completely review the Troubleshooting section (page 244) and the Q&A section (page 33) of this manual before calling or sending a unit on for service. Some problems may be able to be resolved by yourself.

If your product needs to be serviced, you will have to mail your product to an authorized Sharp service center. For the phone number of the Zaurus service center nearest to you, repair cost, and turn around time estimates, please call:

800-BE-SHARP

Operational support.

If you have read the operation manual but are still having difficulty using your Zaurus, you can call a Sharp Representative at:

800-BE-SHARP

Sharp also offers support on CompuServe®. Simply use GO ZAURUS while logged onto CompuServe to access the Zaurus forum.

For the latest information.

We will keep all our registered users up to date as new products and services become available for your Zaurus. Be sure to fill out and send in the enclosed Registration card.

In addition, you can have various up to date information faxed back to you by calling our automated Fax-on-Demand service directly at:

612-397-8601

LIMITED WARRANTY

SHARP ELECTRONICS CORPORATION warrants to the first consumer purchaser that this Sharp brand product (the "Product"), when shipped in its original container, will be free from defective workmanship and materials and agrees that it will, at its option, either repair the defect or replace the defective Product or part thereof at no charge to the purchaser for parts or labor for the time period(s) set forth below.

This warranty does not apply to any appearance items of the Product nor to the additional excluded item(s) set forth below nor to any product the exterior of which has been damaged or defaced, which has been subjected to misuse, abnormal service or handling or which has been altered or modified in design or construction.

In order to enforce the rights under this limited warranty, the purchaser should follow the steps set forth below and provide proof of purchase to the servicer.

The limited warranty described herein is in addition to whatever implied warranties may be granted to purchasers by law. ALL IMPLIED WARRANTIES INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR USE ARE LIMITED TO THE PERIOD(S) FROM THE DATE OF PURCHASE SET FORTH BELOW. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you.

Neither the sales personnel of the seller nor any other person is authorized to make any warranties other than those described herein or to extend the duration of any warranties beyond the time period described herein on behalf of Sharp.

The warranties described herein shall be the sole and exclusive warranties granted by Sharp and shall be the sole and exclusive remedy available to the purchaser. Correction of defects, in the manner and for the period of time described herein, shall constitute complete fulfillment of all liabilities and responsibilities of Sharp to the purchaser with respect to the Product and shall constitute full satisfaction of all claims, whether based on contract, negligence, strict liability or otherwise. In no event shall Sharp be liable, or in any way responsible, for any damages or defects in the Product which were caused by repairs or attempted repairs performed by anyone other than an authorized servicer. Nor shall Sharp be liable, or in any way responsible, for any incidental or consequential economic or property damage. Some states do not allow the exclusion of incidental or consequential damages, so the above exclusion may not apply to you.

THE WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS. YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE.

Your Product:	ZR series Personal Digital Assistant
Warranty Period for this Product :	One (1) year parts and labor from date of purchase.
Additional items excluded from warranty coverage :	Any consumable items such as paper, ink, batteries or disk media supplied with the Product or any external hardware, software, firmware, or peripherals other than the Product.
Where to obtain service :	At a Sharp Authorized Servicer located in the United States. To find out the location of the nearest Sharp Authorized Servicer, call Sharp toll free at 800-BE-SHARP.
What to do to obtain service :	Ship (prepaid) or carry in your Product to a Sharp Authorized Servicer. Be sure to have proof of purchase available. If you ship or mail the Product, be sure it is packaged carefully.

SHARP

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